

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Advanced Excel Programming with VBA

Course Description:

This course follows on from our VBA Introductory course. The focus of the course however is on encouraging the delegate to develop robust and user friendly applications. Issues surrounding performance are also discussed and implemented. Integration with Word, Outlook and Access files is covered with practical examples. User Forms and related controls are used extensively. Delegates are encouraged to consider the development of their own Functions and several examples are written during the course.. Throughout the course the theme of adopting good programming practices will be encouraged.

Pre-requisites:

Delegates should have attended our introductory course or have gained a similar level of expertise in VBA.

Course Content:

- **Review of the VBA Introductory Course**
- **Error Trapping and the CASE statement**
 - Building a generic Error handler
 - In-line error handling
 - Testing for Errors with "Raise"
- **Object Oriented Programming (OOP)**
 - Classes and objects
 - Set and Let statements
 - Creating new objects
 - Destroying objects
 - Methods and properties
 - Default property and method

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- **Understanding Collections
More on Variables**
 - Multi-Dimension array variables
 - Performance improvement using Object variables
 - Writing concise code through use of object variables
- **Managing Files and Folders
from Excel**
 - FileSystemObject
 - Managing Folders from Excel
 - File Management Tasks using Excel
 - Reading a Text/CSV File from Excel
- **Controls Dialogue Boxes
and Forms**
 - Built-In & Predefined Dialogue Boxes
 - Custom, Worksheet & User Defined Forms
 - Adding Form Controls - including
 - Form Control Properties
 - Multi-choice Controls
 - Control & Dialogue Box Events
- **Advanced Procedures,
parameters, variables**
 - Passing parameters by reference and by value
 - Optional and default parameters
- **Building a Function Library**
 - Advantages of writing generic Functions
 - Using Optional and mandatory arguments
- **Customising the Excel
environment Triggering
macros on Opening a
Workbook**
 - AutoOpen and AutoClose macros
- **Using VBA references
Creating runtime
applications and Add Ins
Using Data from MS Word**
 - Building an Array from a Word document
- **Running Access from VBA
using ADO and DAO**
 - Processing Access Recordsets

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- **Running Outlook from VBA**
- Send an email
- Send an email plus attachment

Course Duration: 2 Days