Practical Macro Recording & Essential VBA Training Outline

TITLE

Practical Macro Recording and Essential VBA Reading

OVERVIEW

Have you felt bored in performing routine tasks?

Have you ever imaged that Excel can perform routine tasks for you?

Do you fear about the complexity of VBA programming?

If so, you'll learn how to record a macro, make changes in VBA, so that you can automate your routine tasks with a single mouse click. This training course is designed to equip you with core skill in reading the VBA code. Subsequently, you will be exposed to essential Macro recording techniques. With these Macro recording techniques and capability to read VBA, you can have your very own workable Macro right after this course.

WHO

Regular Excel users that want to automate their tasks and with minimal VBA (Visual Basic for Applications) programming.

Learned Excel users wanted to create their tools while automate their tasks.

OUTCOME

At the end of this course you will be able to:

- plan and record dynamic Macro
- read and understand various VBA blocks
- add simple branching & repetition logic into recorded Macro
- using simple way to understand and troubleshoot macro
- manage recorded Macro

DURATION

2 Days (9am – 5pm)

METHODOLOGY

Face-to-face learning with demonstrations and many practical hands-on.

PREREQUISITES

To ensure your success, we recommend the delegates equip with the following or equivalent knowledge:

- An advanced working knowledge of Microsoft Excel
- A working knowledge of Microsoft Windows
- A working knowledge of computer, keyboard and mouse

OUTLINE

1. Introduction to Macro/ VBA
   - What is Macro Recorder
   - Limitations of Macro Recorder
   - What is VBA
   - Macro Recording vs. VBA
   - Showing Developer Ribbon
   - Understanding Various Consideration of Macro Security
   - Save File as Macro-Enabled Workbook
   - Opening a Macro-Enabled Workbook

2. Introduction to Macro Recording
   - Record Static Macro
   - Understand Different Ways of Recording Dynamic Macro
   - Using Simple Way in Viewing Macro Recording
   - Understanding Plan Your Own Macro (PYOM™) Sheet
   - Using Different Ways to Run a Macro
     - via Macro Menu
     - via Shortcut Key
     - via Quick Access Toolbar
     - via Shape/ Image
     - via Button

3. Macro Recording, The Pro Techniques
    o   Aware of Typical Mistakes in Macro Recording
    o   Essential Techniques of Dynamic Macro Recording
    o   Making a Recorded Static Macro Dynamic
    o   Gain Better Clarity by Running Recorded Macro in Slow Motion

4. Introduction to Visual Basic for Application (VBA)
    o   Understanding Various Screen Elements in Visual Basic Editor (VBE)
    o   Aware of General Structure (Syntax) of VBA
    o   Adding Comment to Ease Future Reference

5. Getting User Feedback
    o   Using Various Types of Message Box
    o   Capturing User Responses from Message Box
    o   Using Different Types of Input Box
    o   Taking User Inputs from Input Box

6. Troubleshooting the Macro (Simple Debugging)
    o   Using Stepping Through to Understand the Code
    o   Using Immediate Window to run Quick Check
    o   Using Breakpoint to Pause Code Execution
    o   Aware of Different Types of Error

7. Introduction to Control Structures
    o   Aware of Various Decision Structures (IF, SELECT CASE)
    o   Aware of Different Loop Structures (FOR…NEXT, LOOP)
    o   Aware of Different Ways to End a Macro Prematurely

8. Managing Macros
   - Easiest Way to Copy Macro Module Between Different Workbooks
   - Export Macro Module as an External File
   - Import Macro Module from an External File
   - Make a Macro Available to All by Using Personal Macro Workbook

9. Speeding Tips
   - Turning Off Screen Updating
   - Preventing Alert Messages
   - Pause Automatic Calculation

10. Macro Projects, Learn by Doing
    - Project #1: Create New Formula Columns and Copy the Formulas Until Last Record
    - Project #2: Combining Multiple Worksheets into a Specific Worksheet
    - Project #3: Prompting for User Data Entry, and Append the Data Entered to a Specified Worksheet
    - Project #4: Change Selected Text to Uppercase/ Lowercase
    - Project #5: Duplicate Current Worksheet to a Brand-New File with Values Only

Note: The outline coverage may be adjusted to meet the actual training pace.

HARDWARE & SOFTWARE

- A laptop is required for this course (PCs not provided)
- Excel 2007 and above is installed