

# Excel Macros and Introduction to Visual Basic for Applications (VBA)

# Table of Contents

## **Module 1: INTRODUCTION AND THE MACRO RECORDER**

INTRODUCTION .....	2
DEMONSTRATION.....	5
RECORDING A MACRO .....	6
RECORDING A MACRO WITH ABSOLUTE REFERENCES.....	8
THE PERSONAL MACRO WORKBOOK.....	10
ASSIGNING SHORTCUT KEYS .....	12
DELETING MACROS .....	13
RECORDING A MACRO WITH RELATIVE REFERENCES .....	18
EXERCISES .....	15

## **Module 2: CREATING AND EDITING MACROS WITH VBA**

MACRO STORAGE CONCEPTS.....	2
THE VBA PROGRAM (THE VB EDITOR).....	3
THE PROGRAM COMPONENTS .....	4
STORING AND HANDLING MACROS (MODULES).....	5
INTRODUCTION TO EDITING CODE .....	6
COPYING AND PASTING PROCEDURES .....	8
LINKING PROCEDURES TOGETHER .....	9
CREATE AND USE A USER-DEFINED FUNCTION.....	10
AUTO-EXECUTABLE MACROS.....	14
EXERCISES .....	16

## **Module 3: OBJECTS AND DIALOG BOXES**

INTRODUCTION TO OBJECTS .....	2
THE OBJECT BROWSER.....	3
USING THE OBJECT BROWSER AND SEARCHING IT .....	3
BUILT-IN DIALOG BOXES.....	5
USER DEFINED DIALOG BOXES (message boxes and Input Boxes).....	6
EXERCISES .....	10

## **Module 4: INTRODUCTION TO CONTROLS**

ASSIGNING MACROS TO TOOLBAR BUTTONS (ICONS).....	2
CUSTOMISING THE EXCEL SCREEN .....	5
WORKSHEET CONTROLS.....	4
USER FORMS .....	6
EXERCISES .....	9
CUSTOM MENUS .....	12

**Appendix A: Selected VBA Procedures**

IF...THEN...ELSE (Conditional Control Structure) ..... 2  
SELECT CASE (Branching) ..... 4  
The DO...LOOP control structure ..... 5  
The FOR...NEXT control structure ..... 8

**Appendix B: Course Exercises**

Exercise 1: Case Changer Macros ..... 2  
Exercise 2: Change Object Properties..... 4  
Exercise 3: Copy Macros..... 5  
Exercise 4: Custom Menus ..... 6  
Exercise 5: Input Boxes..... 7  
Exercise 6: Linking Macros ..... 8  
Exercise 7: Message Boxes (MsgBox) ..... 9  
Exercise 8: User Defined Functions ..... 10