

# Visual Basic for Applications in Excel 2007

## Course Description

---

This training is designed as an introductory course to Visual Basic for Applications (VBA) for Excel 2007. You will learn what VBA is, and how it is used in Excel to create programs that will enhance your daily grind. You will learn how to write the code to create a calculator, how to add new worksheets to a workbook that duplicates an existing worksheet, and you will learn how to create a time logging application (DayLogger) that allows you to start and end time as you work on a client's job, and then calculates the time spent and logs it to a spreadsheet.

**Completion Deadline & Exam:** This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

**Course Level:** Overview. This program is appropriate for professionals at all organizational levels.

**CPE Credits:** 3 (CPA)

**Category:** Specialized Knowledge and Applications

**Prerequisite:** None.

**Advanced Preparation:** Experience with Excel.

## Course Learning Objectives

---

### Module 1: Introduction to VBA

1. Enable VBA within Excel.
2. Use the Code Window to write code.
3. Run the program you created.
4. Stop (reset) the program.
5. Add a variable to the program code.
6. Build a form.
7. Add controls to the form.
8. Add code to the command buttons.
9. Save the program.

## **Module 2: Creating a “NooSheet” App**

1. Build a form.
2. Change Properties of a form.
3. Define what a Collection is.
4. Associate the txtName text box to the Worksheet Collection.
5. Format column width using the Column Collection code.
6. Format and insert text using the Range Collection code.

## **Module 3: Creating a Time Logger App**

1. Build a Form.
2. Add an automated Date Function.
3. Create a ComboBox list using the initialize event.
4. Build an Array to populate the ComboBox list.
5. Use the Range Collection to insert new row in spreadsheet.
6. Use a Breakpoint to check code.
7. Add Start and End Time buttons.
8. Create code on\_click to Start and End Time buttons.
9. Use the DateDiff function to calculate elapsed time.
10. Add a Clear button control.
11. Lock down text boxes.
12. Use the If/Then statement to ensure users enter text where required.
13. Assign Tab positions.
14. Enable program to 'show' when spreadsheet is open.