

Introduction

What is VBA?
How is it Useful?
History, Versions
Opportunities & Career Growth

Recording a Macro

Recording Options
Absolute References
Relative References
Different workbooks to store macro
What is a Personal Macro Workbook?
Viewing,Deleting
Working with the Personal Macro Workbook ?
Different ways to run a Macro
Changing Options
Public & Private Procedures

Visual Basic Editor (VBA IDE)

Project Explorer
Excel Objects
VBA Objects
Userforms
Modules
Class Modules
Object Browser
Properties Window
Code Window
Immediate Window
Locals Window
Watch Window

The VBA Language

Data Types
Operators
Variable Declaration
Basic Input & Output Functions
The Active Properties
Decision Making
If, if (single line & multiline),if...elseif ladder,
Selectcase
Looping

For, While & Do While Until
Debugging Techniques
Excel Object Model
Cells Property

Built-in Functions in VBA

Using Ranges (Programmatically)
Activate & Select
Working with Font Properties
Working with color indexes & customized colors
Comments : Add, Change, Delete, Count
Ranges with cells
Single Parameter Reference
Offset Property
Next & Previous
Ranges on Inactive Worksheets
Cut & Paste : to same sheet, other sheet & other workbook
Copy & Paste
Paste Special (Operation, Transpose, Skip Blanks, Type etc,)
Resize
Range Property of a Range
Merge & Unmerge
Union & Intesect
Current Region Property
End Property
Calling Worksheet Functions
Using Formula
Empty Cells

Special Cells

Last Cell
Comments
Blanks
Conditional Formats
Validations
Constants (Text values, Numbers, Dates)
Visible Cells
Rows & Cloumns Properties

Insert/Delete rows/columns conditionally
Sort (numbers/ numbers stored as text)

AutoFilter

Advanced Filter

Conditional Formatting

Arrays : Single, Multi, Dynamic, Variant

Working with object variables

Working with File System Objects

- Interacting with Drives
- Working with Folders & Files
- Create, Copy & Delete
- Create & Open text files
- Write into text files
- Import data from text files
- FileDialog
- FileDialog Filters (Add & Clear)
- FileDialog Selected Items

Working with UsedRange

Comparing Worksheets

Consolidating Sheets & Workbooks

User-Defined Functions & Procedures

- Creating UDFs
- What UDFs Cannot Do
- Calling Procedures
- Parentheses and Argument Lists

Using Names

- Naming Ranges
- Working with Names Collection
- Storing values in Names
- Hiding Names
- Searching for a Name
- Searching for the Name of a Range
- Getting the Range of a Name

Pagesetup & Print Options

PrintArea, Margins, FitTo, PrintTitles, Preview, Print

The Application Object

- DisplayAlerts
- ScreenUpdating
- InputBox
- StatusBar

SendKeys

OnTime

OnKey

Linking with Scheduled Tasks

Auto Open Auto Close

Workbooks

- List of open workbooks
- Open, Create, Save & Delete Workbooks
- Overwriting an existing workbook
- Password & WriteReserve

Worksheets

- List of sheets in a workbook
- Add, Delete, Hide & Very Hide
- Copy & Move
- Grouping (Array & Across)
- Protect & Unprotect

The Window Object

- Pivottable
- PivotCache
- PivotFields
- Pivot From External Data

UserForms

- Creating Userforms
- Call Userforms From Procedures
- Call Procedures From User Forms
- Label
- TextBox
- ListBox
- ComboBox
- OptionButton
- CheckBox
- Frame
- ToggleButton
- Multipage
- ScrollBar
- SpinButton
- RefEdit
- Calendar

Workbook Events

Open, Close, Save etc

Worksheet Events

Selection_change, Change
Before_Double_Click etc

Automation through other applications

Late Binding
Early Binding
Creating a WORD DOCUMENT, writing &
Saving
Creating a PRESENTATION
Sending a graph from Excel & Saving
A Function to send mails through OUTLOOK

Working with Windows API

An Overview of ODBC Connections, MS-Query

An Overview of ADO

The Connections Object

The Recordset Object

Select, Insert, Update, Delete From :

Access & Sql Server

MIS and Reporting

Overview of MIS and Reporting
Report Types
Preparing Real Time Reports
Why Dashboards required in Operations?
Creating Dashboards
Creating Data Entry Forms Using UserForms

Some Useful Content for Students

Excel Formulas File with Real Time Examples
Excel Short Cuts
Interview Tips
Top Interview Q&A
Sample Resume's