

## **Excel Power Macros (VBA) - Advanced**

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	A thorough knowledge of Excel is essential as is a basic knowledge of Visual Basic for Applications.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### **Using Arrays**

explanation of what an array is • dimensioning arrays • manipulating data within an array • advantages and typical uses of arrays

### **Understanding the Excel Object Model**

overview of the object model • using the object browser and the help screens

### **Workbook and Worksheet Events**

exploration of workbook events • exploration of worksheet events

### **Creating User Defined Functions with Optional Arguments**

### **Working with Text Files**

importing data from a text file • saving data to a text file

### **Linking Excel and Access**

how to retrieve data from an Access database

### **Linking Excel to Word**

how to insert information into a Word document • how to control word from within Excel

### **Working with Charts**

how to create a simple chart • changing chart properties

### **Exploring Further the use of Custom Forms**

using the built-in dialog boxes • adding a list box to a form • adding a combo box to a form • exploring events within a form

### **Menus and Toolbars**

adding new menu items • removing menu items • working with toolbars

**Excel VBA Advanced Dates 2009:** Training arranged on request