

Microsoft Office 2000: Macro Programming Using Visual Basic for Applications

Course specifications

Course length: 1 day

Course description

Overview: Students will learn to create and edit macros, and gain an understanding of VBA code.

Prerequisites: *Windows Orientation, Excel 2000: Worksheets, Excel 2000: Advanced, Word 2000: Level 1, Word 2000: Level 2, and Word 2000: Advanced* or equivalent knowledge.

Benefits: Students will examine sample code, learn how to create macros from scratch, and add to previously created macros.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Run macros and explain the basics of a Visual Basic Module.
- Create relative and absolute recorded macros and assign macros to various objects in a workbook.
- Write procedures that test conditions and then run only certain statements based on the results.
- Write procedures that execute one or more lines of code repetitively.
- Store Excel macros so they are available in any workbook.
- Create macros in Word 2000.
- Create macros that interact with the user.

Course content

Lesson 1: Introduction to Visual Basic for Applications

- Running a Macro
- Recording a Macro
- Examining Module Design

Lesson 2: Assigning Macros

- Specifying the Location of Recorded Macros
- Assigning Macros to Menus, Buttons, and Toolbars

Lesson 3: Creating Decision-Making Code

- The If...Then Decision Structure
- The If...Then...Else Decision Structure
- The Select Case Decision Structure

Lesson 4: Using Loop Structures

- Using a For...Next Statement
- Using a Do...Loop Statement
- Using a For Each...Next Statement

Lesson 5: Macro Management

- Personal Macro Workbook
- Assigning Sub procedures to run automatically

Lesson 6: Recording a Macro in Word 2000

- Running a Macro
- Recording a Macro

Lesson 7: Interactive Macros

- Creating a Custom Message Box
- Creating a Custom Input Box
- Extracting Data from Excel

Appendix A: Using Macros in PowerPoint and Access

- Using Macros in PowerPoint
- Using Macros in Access