

# Advanced Excel with VBA

**Duration: 30 Hours**

## **Module - 01**

### **Basic Course – Basic Formula, Functions & Charts**

- Formulas and Functions
- Formula Tab
- Examples of Formulas
- Auto Sum Features
- Formula
- Charts
- Smart Art Graphics

## **Module - 02**

### **Advanced Functions in Excel**

- Introduction
- If Statements
- Nesting IF()'s
- Using Other Functions with IF's
- Concatenation
- LookUp Functions(VLOOKUP & HLOOKUP)
- Subtotals
- Hiding & Displaying Data

## **Module - 03**

### **Data Validations**

- Introduction
- Setting Data Validations
- Data Validation
- Checking for Invalid Data

## Module - 04

### Excels Analytical Tools

- Goal Seek
- Scenarios
- Summarizing Scenarios
- Creating a Scenario Pivot Table Report

## Module - 05

### Pivot Table

- Using Pivot Tables to analyze data
- Pivoting
- Pivot Table Example
- Guidelines for creating a Pivot Table in Excel
- Creating a Pivot Table

## Module - 06

### Introduction to VBA

- Introduction to VBA
- Work with VBA objects, properties, methods
- Working with the Visual Basic Editor
- Sub procedure, function procedure, property procedure
- Referring to Objects
- Concepts - Containers or Collections, properties, methods, events,
- Working with Workbook
- Referring to Objects
- Applying Methods
- Working with Variables and Values

## **Module - 07**

### **Working with Variables in Excel VBA**

- Concept of Variables
- Valid and invalid variable names
- Variables - Numeric Data Types
- Variables – Non - Numeric Data Types

## **Module - 08**

### **Message Box & Loop**

- Style Values and Command Buttons
- Return Values and Command Buttons
- Looping
- For...Next loop
- Do.....Loop While
- Do until.....Loop
- Do while..... Loop
- Do.....Loop until

## **Module - 09**

### **Array in Excel VBA**

- What is an Array?
- Declaring Arrays in Excel VBA
- One Dimensional Array
- Two Dimensional Array

## **Module - 10**

### **Developing Macros in Excel**

- Creating a Macro
- Excel Macro Recording facility
- Modifying the existing Macro in VB editor
- Understanding the Macro and saving a workbook with Macro contents
- Exporting files to different applications

## Module - 11

### UserForm

- Requirement of UserForm
- Working with objects like textboxes, buttons, check boxes, spin buttons etc.
- Filling up UserForm with pre-defined values
- Macro Coding for different buttons
- Creating Connectivity between UserForm and Excel Worksheet

## Module - 12

### UserForm (Cont'd)

- Designing UserForm with Validations
- Filling up UserForm with pre-defined values
- Creating Connectivity between UserForm and Excel Worksheet using offset
- Transfer of data from excel file to a word document
- Transfer of data from txt file to an excel document

## Module - 13

- Projects