

## Course Syllabus

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# VBA Programming for Microsoft Project: Versions 98 Through 2007

## Part One: Intro to Project VBA

### Course Overview

This course is designed to give you a great head start with VBA programming in Microsoft Project and is applicable to all releases from version 98 through 2007. The course is delivered over the Internet in one 4-hour session. Learn with Rod Gill, one of the world's foremost Project VBA experts, live over the Internet in two half-day sessions for this Intro to Project VBA that focuses purely on VBA as it is implemented for all Microsoft Office applications. This first session is not a comprehensive course on VBA but if you're a beginner, this course prepares you for the advanced sessions.

Be sure to reserve your seat for the Advanced Project VBA course, delivered one week after the Intro course in four half-day sessions. We offer after course support via email with the instructor to make sure there are no road blocks preventing you becoming productive with Project VBA as soon as possible.

### Target Audience

The target audience for this course is beginners to VBA programming for Microsoft Office Project.

### Pre-Requisites

To handle the material in this course you should possess good scheduling skills Or have some basic programming experience and understand basic programming concepts.

This is a course where the more you know beforehand, the more you are likely to learn during the course. The ideal preparation, therefore, is to experiment with recording and creating macros or playing with and editing an existing macro. Get clear what it is you want to be able to do after the course and what sort of macros you want to work on. We'll focus more time in student's expressed main areas of interest and much less on other areas. Please communicate what's most important for you to your training advisor.

Finally, come to class with a macro you need to develop during and after the course. Make sure that you also have time allocated between sessions and after the course to practice and use what you learn.

## Learning Objectives

After completing this course, you will be able to:

- Write basic VBA code in any VBA application.
- Understand an effective approach to designing and developing your macros.
- Write the 20% of code that delivers 80% of all VBA code.
- Debug your macros.

## Topical Outline

### **Module 01: Creating and Editing VBA Code**

#### **Understanding the Visual Basic Editor**

#### **Using the Project Explorer**

#### **Entering and Editing Code**

#### **What is IntelliSense?**

#### **Understanding Modules**

Using Sub Procedures

Using Functions

Using GoSub Subroutines

#### **Using Class Modules**

#### **Using UserForms**

### **Module 02: Common VBA Code for All Office Programs**

#### **Using Office VBA Code**

#### **Adding Comments to Your Code**

#### **Understanding Objects, Methods, Properties, and Parameters**

#### **Using the With Statement**

#### **Using the MsgBox Function**

#### **Prompting the User for Inputs**

#### **Understanding Functions and Procedures**

#### **Using Help to Learn More about VBA**

## **Module 03: Using Variables and Constants**

### **Using Variables to Store Data**

Declaring Variables

Using a Naming Convention for Variables

### **Using Constants to Store Fixed Values**

### **Controlling Variable Scope**

Forcing Declared Variables

Protecting Variables from Unwanted Change

Sharing Variables with Another File

### **Storing Data in the Registry**

### **Working with Data Types**

Handling Dates

Handling Text

Using Numbers

Using Variant Variables

Converting Between Variable Types

### **Compiling Your Code**

## **Module 04: Using Conditional Statements and Loops**

### **Structuring Your VBA Code**

### **Using the Conditional IF Statement**

### **Working with Loops**

Using the Do Loop

Using the For Next Loop

Using the For Each Next Loop

## **Module 05: Using Classes**

### **Creating a Simple Class**

## **Module 06: Working with Other Applications**

### **Understanding VBA Automation**

### **Adding References to Other Applications**

### **Managing VBA Security**

Creating a Digital Certificate

**Module 07: Writing and Debugging Your Code**

**Using a Simple Approach to Create a VBA Macro**

**Estimating Development Time**

**Running and Debugging Your VBA Code**

Using VBA's Debugging Features

**Making Your Code Easier to Maintain**

**Making Your Code Easier to Debug**