Excel VBA UserForms

12-hour course

Upon completion of this course, students will be able to:

- Design a UserForm tailored to the needs and workflow of their organization.
- Implement a five-step process for creating a UserForm.
- Enhance the UserForm with labels, text boxes, buttons, drop-down menus, list boxes, spin buttons, scroll bars, option buttons, check boxes, images, pop-up calendars and more.
- Write "event driven" VBA code to retrieve data from / save data to the spreadsheet.
- Design, create, program, and troubleshoot a UserForm project of their choosing.

Introduction to UserForms

- Define UserForm
- Describe the benefits of a UserForm

Creating and Programming UserForms

- Add a UserForm to an Excel workbook
- Display and use the UserForm toolbox
- Implement the UserForm five-step design process
- Enhance UserForms with control properties
- Enhance UserForms with VBA code
- Test, debug and fine-tune a UserForm

Text Boxes, labels, lines, boxes, and modify tab order

- Describe features and uses of a text box
- Describe features and uses of a label
- Add text boxes, labels, decorative lines and boxes
- Modify UserForm tab order

List boxes and combo boxes

- Describe features and uses of a list box
- Describe features and uses of a combo box
- Add list boxes and combo boxes

Spin buttons and scroll bars

- Describe features and uses of a spin button
- Describe features and uses of a scroll bar
- Add spin buttons and scroll bars

Work with multiple UserForms

- Import and Export a UserForm
- Code using multiple UserForms at once

Check boxes and option buttons

- Describe features and uses of a check box
- Describe features and uses of an option button
- Describe features and uses of a frame
- Add check boxes, option buttons and frames.

Loading and Saving UserForm Data

- Populate UserForms from Excel
- Populate Excel from a UserForm

Pictures and Images

- Enhance a UserForm with images
- Add pictures to labels, buttons, and frames
- Stretch, resize, and tile pictures

RefEdit controls

- Select data from Excel with the UserForm RefEdit control

Open Lab

- Review design principles
- Create a UserForm project of your own choosing with the aid of the instructor

To purchase a customized instructor-led group or one-on-one training, delivered via Zoom, MS Teams or at your office, please contact TechMentors.