# Enhancing data display and entry with Excel Form Control

John Tennent
13 November 2023

John Tennent - Biography

John is a Chartered Accountant he started his career with Deloitte in 1983. He went onto to become the financial controller of a US bank before joining a training consultancy as Client Director. He co-founded Corporate Edge in 1996.

John has written three books for The Economist
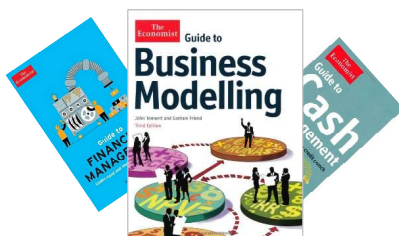
He is the Honorary Treasurer of the Air Ambulance Service and The London Marathon Foundation. Formerly Honorary Treasurer of Samaritans
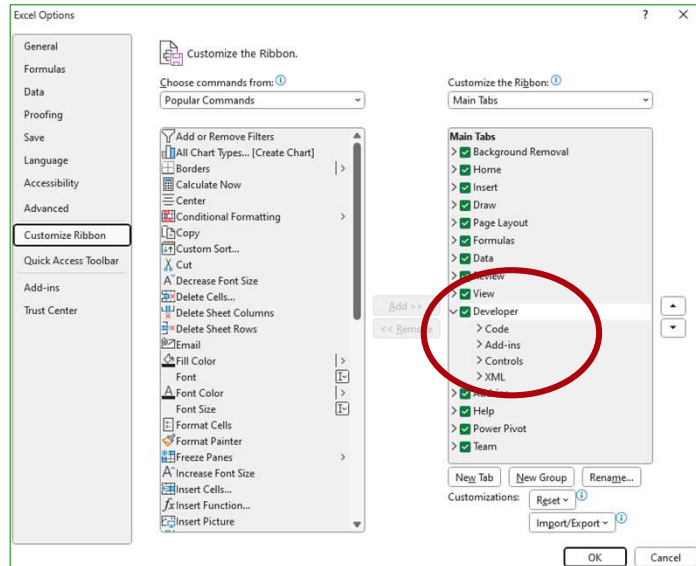
Agenda

1. Entry options
   - Data Validation
   - Form Controls
   - ActiveX Controls

2. Data Validation
   - Drop down
   - Date entry

3. Form Controls
   - Developer Ribbon & Save as Macro-Enabled
   - The controls available

4. Visual Basic
   - Why use VB?
   - Options available

Make Spreadsheets more engaging, easier to enter data and remove the fear that users have of 'breaking it'
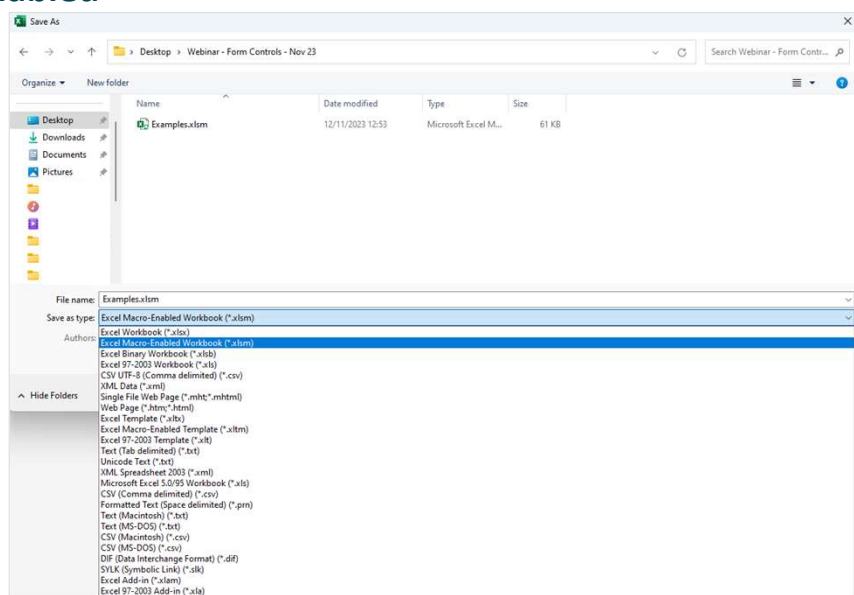
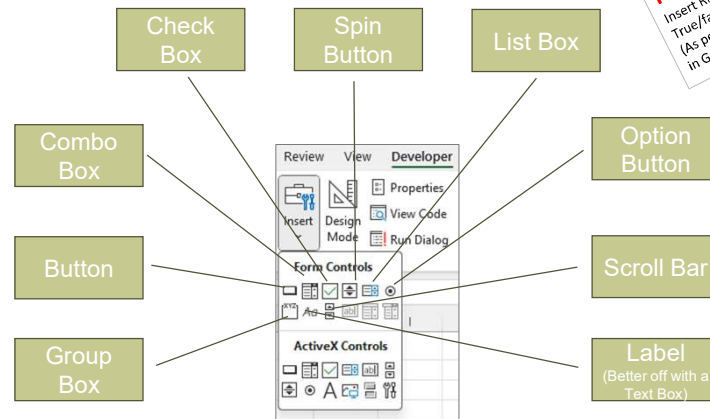## Developer Ribbon

Right click between ribbon tabs –
Customise the Ribbon...

Save as Macro-Enabled

Save as type is **Excel
Macro-Enabled
Workbook (*.xlsm)**

Form Controls Available

Check Box

Spin Button

List Box

Combo Box

Option Button

Button

Scroll Bar

Group Box

Label
(Better off with a Text Box)

New Excel Check Box being added to the Insert Ribbon (2024?) that automatically has a True/false value in the cell where it is created. (As per Office Insiders). NB already available in Google Sheets.

Let's see each of these in practice.....

© ICAEW 2018

Advantages and Disadvantages of VBA

Advantages	Disadvantages
Ability to automate any repetitive process (month end report printing)	A whole new language
Can add efficiency and reliability (e.g. copy across 12 columns)	Less widely known
Create your own custom Functions	Often poorly documented, making it difficult to follow the work of others
Has a 'follow me' macro feature to help get started	Can have cell alignment difficulties when rows and columns are added
Adds the forth dimension with loops (a set of goal seeks)	Errors in VBA code less easy to find than in Excel
Interact with other applications to pull/push data	
Create robust user interfaces (with Userforms and objects)	
Build entire applications	

Highly Controlled Front End

From 'Splash' screens to welcome users and provide a disclaimer to a fully contained front end with restricted user options...
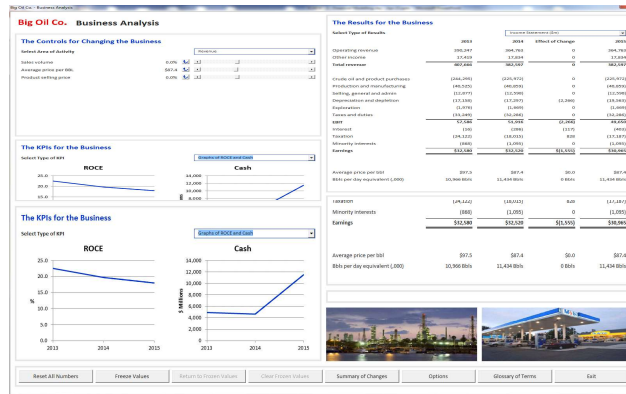
Macros and 'Follow Me'

Use 'Follow Me' to create code and learn syntax

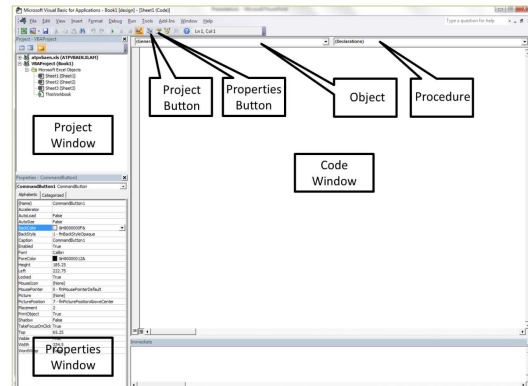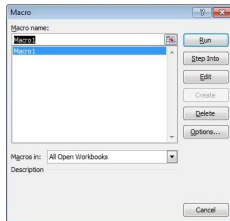Set up a Macro to write the word 'Total' in a cell and link it to Ctrl + A
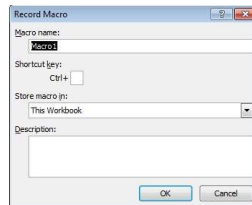
- Press 'Record'
- Change Name and add shortcut key
- You are now in 'Follow Me' Mode - Type 'Total'
- Press 'Stop'

NB EVERY KEY YOU PRESS WILL BE RECORDED!

The Visual Basic Editor

Edit....

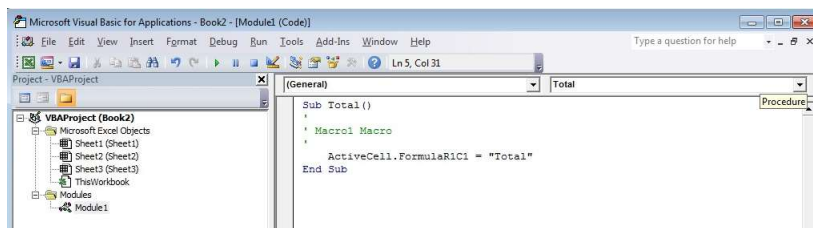The attributes of the VB Editor screen

The Visual Basic Editor

Edit....

Your workbook has a 'Module' where Macros are stored

Remove Cell reference it 'jumps' to after writing the text

Thank you for attending

Please take the time to fill out our short survey