

Microsoft Excel VISUAL BASIC FOR APPLICATIONS


**2 day
Course**

Course Objectives

This course is designed to take a competent user of all the standard and advanced features of Excel through to a high level of proficiency in the programming language Visual Basic for Applications enabling delegates to produce their own macros to automate tasks in Excel.

Pre-requisite

Delegates are required to be competent in all Proficiency level skills before attending this training course. Tailored courses offering a combination of topics are also available, please call for details.

Course Content

Day 1

Module 1 **Recording Visual Basic Macros** - Personal macro workbook. Techniques whilst recording. Running your macro. Relative and absolute addressing while recording.

Module 2 **The Visual Basic Editor** - The Visual Basic for Applications programming language. Objects. Methods and properties.

Module 3 **Programming** - Coding macros manually. The principles of programming. Subroutines. Functions. Statements. Dimensioning variables. Data typing. Constants. Programming structures. For...Next loops. For...Each loops. Do...While loops. If...Then...Else. Message boxes. Input boxes. Correct techniques and styles.

Module 4 **Customising the Excel Environment** - Editing toolbars and menus using code.

Day 2

Module 5 **Custom Functions** – Creating and using functions in code.

Module 6 **Advanced Techniques** – Array variables. Error handling and trapping.

Module 7 **Automation of Code** – Automatic and on-event macros. Start-up directories. Add-ins.

Module 8 **UserForms** – Using the userform editor. Creating code for objects on the form. Changing the properties of userforms. Adding controls to a Form.