

Three Day Microsoft Excel VBA Course

Aim: This course will take an absolute beginner from recording a macro to building an interactive solution. Delegates will learn how to implement user-friendly methods for running macros.

The course teaches the relevant skills in creating macros to enhance Excel and to automate repetitive tasks such as analysing and manipulating data. Practical exercises support all topics covered and include development of an intuitive user application.

Best programming practices will be covered to include discussion of validation and effective error handling. An overview of some of the technical aspects of VBA and programming provide the delegate with a sound basis for further developing their skills.

INTRODUCTION TO EXCEL MACROS AND VBA

- ... Recording macros
- ... Running macros
- ... Reviewing the code
- ... Familiarisation with the VBA environment
- ... Running code from the VBE
- ... Getting help

VBA TERMINOLOGY

- ... Modules and procedures
- ... Components of your code
- ... Objects, collections, properties and methods

PROGRAMMING STANDARDS

- ... Code format
- ... Naming conventions
- ... Procedural structure

DATA TYPES, VARIABLES AND OPERATORS

- ... Working with variables
- ... Using data types
- ... Working with operators and expressions

WORKBOOKS AND WORKSHEETS

- ... Adding worksheets in VBA code
- ... Naming and renaming worksheets

DECISION STRUCTURES IN VBA

- ... Using if to make decisions
- ... Using select case

LOOPS

- ... Do until and do while loops
- ... For next loop

MANIPULATING DATA

- ... Working with the ranges and selections
- ... Using the cells property to select a range
- ... Using the offset property to refer to a range
- ... Using the columns and rows properties to specify a range
- ... Determining the extent of data

WORKING WITH FUNCTIONS

- ... Communicating with the user
- ... Using Excel functions in VBA code

CUSTOM FORMS / DIALOG BOXES

- ... Creating a simple user interface
- ... Adding form controls
- ... Setting properties for the form and controls
- ... Linking the form to spreadsheet data
- ... Closing the form

ERROR HANDLING

- ... Stepping through a procedure
- ... Using break points
- ... Using the immediate window
- ... Debugging