Customised IT and Soft Skills training to suit your needs

Microsoft Excel 2016 VBA

Course objectives

Record / Run Macros

Write Code Manually

Perform Loops, Controls and Error Handling

Create UDF Functions and Add-ins

Create User forms and Sheet Controls

Use Events

Audience

This course is **aimed at experienced Excel users** who need to automate repetitive tasks or simplify more complex tasks using macros and VBA.

Prerequisite

You must be proficient with Excel and understand key concepts of spreadsheets, or equivalent to our advanced course level.

Duration

This is **a two-day MS Excel VBA** course. The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our Microsoft Excel VBA course can be run at our training venue near Liverpool Street (London) or any preferred location in the UK or Europe.

MS Excel VBA Course Outline

THE VBA ENVIRONMENT

The Project Explorer

Code Window

Properties Window

Navigating between Excel and the VB Editor

EDITING CODE AND EXECUTING

Using the Visual Basic Editor

Structure of a sub routine

Key Words

Navigate a Module

Edit a module

Use of Function Keys

Calling Procedure

Run subroutines together

Menu, Visual Basic Toolbar, Keyboard Shortcut, Custom Toolbar Button, Custom

Menu Item, Forms Toolbar executing

VB LANGUAGE RULES

Theory of Object

Properties and Methods

Active Objects

Object Model Hierarchy

CONTROL STRUCTURES

IF, Else IF

SELECT CASE

AND OR NOT

Inbuilt Functions

Distribution, Watch Pane

Step through Functions using the immediate Window

LOOPING STRUCTURES

Do Loops

For Next Loops

For Each Next Loops

INTERACTIVE MACROS

Using a Msgbox

Use a Conditional Message Box

Use the Inputbox

CREATE INTERACTIVE FORMS

Build Form Controls

Build User forms

Use of the Properties Window

Combo box

Check box

Built in Dialog Boxes

EVENTS

What are Event Procedures?

On Open event

Before Close event

On Activate event

On Deactivate event

On Time event

SECURITY

Protect/lock code for view/edit

Learning &
Performance Institute
Accredited Learning Provider
Gold Standard