

**Course Code** MSEXVBA  
**Duration** 2 days

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## Overview

This course is designed for users of Microsoft Excel who wish to extend their existing skills in using the product. It is aimed at those who have no prior knowledge of Visual Basic for Applications and who want to be able to automate tasks and create custom user-interfaces within Excel.

The course is based upon the subject areas detailed below and each chapter includes tutor-led demonstrations followed by hands-on practical exercises for the delegates. Please note that the subject areas covered will depend on the ability of the delegates attending and time available.

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## Audience

The course is for those who have a reasonable working knowledge of Excel and who wish to automate tasks and extend the functionality of Excel further.

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## Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Understand and create macros.
  - ▶ View and modify recorded macros.
  - ▶ Understand Visual Basic procedures.
  - ▶ Understand and use objects.
  - ▶ Understand variables.
  - ▶ Understand decision making and looping.
  - ▶ Use controls and dialog boxes.
  - ▶ Create automatic procedures.
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## Pre-Requisites

The course assumes that the delegates have a reasonable working knowledge of Microsoft Excel. To ensure your success in this course, we would recommend that you have attended the following courses or have equivalent knowledge:

- ▶ Microsoft Excel Level 1.
  - ▶ Microsoft Excel Level 2.
  - ▶ Microsoft Excel Level 3.
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## Course Contents

### Introduction to Macros

- ▶ The capabilities of a macro
- ▶ Recording a macro
- ▶ Where a macro is stored
- ▶ Stopping the recorder
- ▶ Running a macro
- ▶ Absolute and relative referencing
- ▶ Adding a macro to a button on a tool bar

- ▶ Adding a macro to a button on a worksheet

### Viewing and Modifying Recorded Macros

- ▶ Displaying a macro
- ▶ Reading the Visual Basic code
- ▶ Getting help in Visual Basic
- ▶ Printing a Visual Basic module



### Visual Basic Procedures

- ▶ What is a procedure?
- ▶ Procedure arguments
- ▶ Calling procedures
- ▶ Visual Basic modules
- ▶ Calling procedures from other modules
- ▶ Calling procedures from another workbook

### Visual Basic Objects

- ▶ Introduction to objects
- ▶ Using objects
- ▶ Properties in procedures
- ▶ Performing actions with method
- ▶ Collections of objects
- ▶ Objects as containers
- ▶ Referencing cells

### The Object Browser

- ▶ Using the object browser
- ▶ Learning objects' properties and methods.
- ▶ Pasting code into your module

### Declaring Variables

- ▶ Why identify variable and arguments in advance
- ▶ Option explicit helping with errors
- ▶ Data types
- ▶ Data types within arguments
- ▶ Assigning objects to variables

### Operators, Constants and Scope

- ▶ Operators
- ▶ Constants
- ▶ Scope of variables and constants

### Decision Making and Looping

- ▶ Decision Making
- ▶ If.... then.... Else statements
- ▶ Select case statements
- ▶ Looping
- ▶ Do.... Loop
- ▶ For.... next loops
- ▶ Nested control structures
- ▶ Exiting from a control structure

### Testing and Correcting Code

- ▶ The tools that can help
- ▶ Debugging tools on the Visual Basic toolbar
- ▶ Using the immediate window in the debug window
- ▶ Using watch in the debug window
- ▶ Watch types in the watch window
- ▶ Stepping through your code

### Controls and Dialog Boxes

- ▶ Using simple predefined dialog boxes
- ▶ Getting information from the user
- ▶ Displaying information with the MsgBox function
- ▶ Making customised user forms
- ▶ Setting control properties
- ▶ Assigning codes to controls and user forms
- ▶ Displaying a user form

### Creating Automatic Procedures

- ▶ Creating automatic procedures
- ▶ Setting automatic macros for single sheets

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## Further Information

For more information or to book this course, please contact our Course Enquiries Team on **01752 227330** (Option 2) or email us at [enquiries@skilltec.co.uk](mailto:enquiries@skilltec.co.uk).