

An Introduction to Macros and Microsoft VBA Programming

One Day Course

OVERVIEW

This course is a general introduction to the Visual Basic Application (VBA), programming language built into Microsoft Office applications.

Features Covered:

Macros

Record macros in Word & Excel.
Customise ribbons to run macros, edit macros & set macro security levels.

Overview of VBA

The visual basic editor, use of variables & constants.
Edit & create procedures.

Manage & Run Procedures

Set breakpoints, step through a procedure & bookmark a procedure.
Use the immediate window.

Programming Concepts

Arrays, commenting statements ("Rem"),
indenting code, use message box & input box functions.

Programming Structures

Single line IF
Block IF
Using else
Else If
Select Case
Do and For loop
Using With.

AUDIENCE

VBA allows users to automate and enhance the way they use Excel, Word or Access. Users can create interfaces such as message boxes and dialogue boxes.

This course does not focus on any particular application, but gives an overview of the principles and techniques of VBA. Users can then enrol on one of our application-specific courses, Excel VBA, Word VBA or Access VBA.

OBJECTIVES

After completion of the course delegates should be able to:

- Accurately create, edit and modify macros
- Access and use the Visual Basic Editor window
- Understand and apply basic VBA programming techniques and features
- Create and modify VBA code modules and procedures

PREREQUISITES

No prior knowledge of using Macros is required for this course, but users will ideally be competent with using Microsoft Office applications at an Advanced level. Please contact us if you wish to discuss suitability.

Level: Advanced

COURSE FEE: £300 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

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