# MS Excel Introduction to Visual Basic for Applications (VBA)

All versions

## On-site training

These courses take place on-site at your company premises. We need a minimum of 6 people to run this course.

## Description

An introduction to VBA using Excel. Macros are automated and edited using Visual Basic. Programming structures and programming principals are introduced at a beginners' level.

## Duration

3 days

## Target Group

This course is intended for a person who knows Excel to an advanced level. It is designed for people who work with large quantities of data and who need to be able to automate that process. People will be able to edit macros with confidence.

## Prerequisites

Knowledge of Excel to advanced level and you must work with large quantities of data on a daily basis.

## Course Content

### Module 1: Revision of Excel macros
- Revision on Excel Functions, Named Ranges and Pivot Tables
- Security issues when creating workbooks with macros
- Personal Macro Workbook
- Editing/Deleting Macros
- Understanding Relative and Absolute Macros
- Assigning Macros to Toolbars or objects or command buttons

### Module 2: Visual Basic
- Understanding the Visual Basic Screen
- Performing a Macro on opening a Workbook or clicking on a sheet, or any action that takes place on a sheet.
- Show macros icons for a specific workbook only
- Determining the last row of a range and copying formulae to the last row using a macro.
- Coding to Protect/Unprotect Worksheets or Workbooks

### Module 3: Using Variables
- The difference between Input Boxes and Message Boxes
- Using User forms as an interface between the user and the program
- Understanding Private and Public procedures or functions
- The If Statement
- The Select Case Statement
- The For Next Loop
- Do Loop
- Debugging a Macro
- Creating VB Custom Functions
- Protecting the coding with a password
- Error-handling in procedures
- Using Arrays (Introduction)
- Projects to illustrate the importing of a text file and transferring data between workbooks