Microsoft Office - VBA Essentials Training

Duration: **2 Day**

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Overview

This course is designed to give proficiency in the Visual Basic Editor (VBE), predominantly making use of Excel objects, basic VBA programming, event handling, control structures, and debugging tools.

The course is suitable for users of Office 2007, 2010, 2013, 2016 and 2019 (365) due to the minimal differences between versions. Note that this course will normally be delivered on PCs with Office 2016 installed.

Prerequisites

- Navigate, edit and manage Excel workbooks
- Format worksheets and workbooks
- Understand the difference between absolute and relative references
- Understand the basics of Excel formulas and functions, e.g. Sum, text functions
- Understand the concepts of a Macro and its capabilities

Dual monitor setup is required for when attending this course via the QA Attend from Anywhere delivery method.

What You Will Learn

- Record and edit a Macro
- Use different techniques in order to run any macros available such as keyboard commands, the use of the Quick Access Toolbars or Buttons
- Use VBA and examine the Visual Basic Editor; change the properties of an object; add a module to a project; write the code for a procedure and then run it; and use the Object Browser to search procedures
- Manipulate data by declaring variables of different data types; combine data by using expressions; use functions to accept input and display output; and declare variables and procedures with the appropriate scope
- Use decision structures to create procedures that make decisions; and use loop structures to perform repetitive tasks
- Create an error handling routine in case things go wrong with VBA code