VBA FOR
MICROSOFT EXCEL

Use Visual Basic for Applications (VBA) to increase productivity by automation in Excel.

ODYSSEY
TRAINING™

By **SGS**

X | **2** DAYS

Prerequisites

Participants will need to have attended the Microsoft Excel Advanced course or a working knowledge of the topics covered including recording Macros in Excel.

Expected outcomes

- Record macros using the recorder and create an application using the recorder
- Create user-defined functions and work with the VBA editor
- Understand VBA concepts and features, create procedures and sub routines
- Work with variables and Excel objects
- Use standard programming techniques and concepts
- Create and program custom forms

Who should attend

This course is for people who wish to improve their skills by using Visual Basic for Applications (VBA) to increase productivity using automation in Excel.

Recorded Macros

- Macro security
- Macro recorder overview
- Record a macro
- Run a recorded macro
- Relative recording
- Run a relative recording
- View the module
- Modify a recorded macro
- Assign macros to the toolbar
- Assign macros to buttons
- Assign macros to the ribbon

Understand Excel VBA

- Benefits of VBA
- VBA terminology
- Excel object model
- Test in the immediate window

Using the VBA editor

- Parts of the visual basic editor screen
- Create a module page
- Write a procedure
- Run a procedure

Working with Excel objects

- The application object
- The workbooks object
- Worksheets collection
- Range object
- Writing a procedure
- Compile code

Working with code

- Step through code
- Breakpoints
- Add comments
- Indent code
- Bookmarks
- Import, export and copy code
- With structure
- Print code

User input and variables

- MsgBox statement
- Understand variables
- Variable data types
- Create and use variables
- Explicit variable declaration
- InputBox function
- Variable scope
- Constants
- Passing variables

Programming techniques

- IF statement
- Error handling
- Escape an endless loop
- Select case
- Looping – do loops and for loops

User-defined functions

- Create a user-defined function
- Create an add-in to share code

Creating user forms

- Create a custom form
- Add controls to a form
- Name form controls
- Add combo boxes
- Add option buttons
- Add command buttons
- Run a form
- Setting tab order

Coding a user form

- Where does form code live?
- Initialise a form
- Close the form
- Open the form
- Process data entered in the form
- R1C1 notation
- Validate form controls

Event procedures

- What is an event procedure
- Write an event procedure
- Worksheet events

Appendix

- Work with arrays

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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