



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

This course is for experienced users of Excel who wish to use Excel VBA to automate repetitive tasks.

Requirements

Delegates must have experience of using Excel to an advanced level, recorded and edited macros.

Aim

By the end of the course you will learn how to use Visual Basic to control Excel, and to automate processes to speed up and simplify your work with Excel data.

What will I learn?

In particular you will be able to:

- Understand what VBA is
- Manipulate the values in a spreadsheet
- Understand the Excel object model and make use of its properties, methods and events
- Declare and manipulate variables
- Write code which looks at a condition and carries out different actions accordingly
- Write code which repeats an action a specified number of times
- Create functions to reuse frequently used pieces of code

- Trap errors, to avoid users seeing problems and to find problems in code

Time Table

Session 1

- Exploring the Visual Basic Editor
- The Project explorer/properties window, The Code window
- Modules and procedures
- Editing macros / inserting comments
- Printing a visual basic module
- Attach code to events and buttons

Session 2

- The Excel object model
- Discussion of properties, methods and events
- Using the object browser
- Object properties
- Methods
- Immediate window

Session 3

- What is the Range Object?
- The Cells Property
- The Range Property
- Flexible Ranges

Session 4

- Understanding expressions and statements
- Declaring variables
- Understanding data types
- Working with variable scope
- Inputbox and MsgBox functions



Session 5

- Branching with 'If'
- 'Select Case';
- 'Do Loop'
- Looping with 'For Each' and 'For Next'

Session 6

- Error Trapping, understanding error handling
- Understanding VBA's error trapping options
- Trapping errors with the on error statement
- Understanding the error object

Session 7

- Controls, dialog boxes and forms
- Built-in dialog boxes
- Custom forms
- Setting the properties of a control
- User-defined forms
- Adding form controls
- Form control properties
- Control and dialog box events
- Displaying and dismissing a user form



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com