Microsoft Office Excel VBA Level 1

IS THIS FOR YOU?

This course is for experienced Excel users who wish to learn the fundamentals of automating or coding Excel.

AIMS AND OBJECTIVES

Learn how to write and edit macros to save time and help prevent user error.

PRE-REQUISITES

Before starting this course, it is recommended that you take the Microsoft Office Excel Level 1, Level 2 and Level 3 courses.

ABOUT THIS COURSE

- Recording macros in the personal macro workbook versus the standard workbook
- Controlling how a macro is run by using a keyboard shortcut or command button
- Understand the difference between relative and absolute referencing mode when recording
- Editing the code in the Visual Basic Editor
- Understanding terminology and features
    - Break Points
    - Comments
    - Wrap Text
    - Properties Window
    - Project Explorer
- Writing code for objects, properties and methods (named and positional arguments)
- Using the With statement
- Coding to select ranges of different sizes
- Creating message boxes and input boxes to interact with the user
- Control structures
    - If… Then… Else statement
    - Select Case

- Variables
    - Declaring variables
    - Understanding the different variable types
- Loops and sub-routines
    - For… Next
    - Do… Until

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**