MICROSOFT EXCEL
LEVEL 4 - MACROS AND VBA

DURATION: 1 DAY

COURSE DESCRIPTION

This instructor-led course helps advanced Excel users develop new skills to write and debug powerful VBA code to automate Excel operations such as inserting and formatting text, sorting and duplicating data, generating reports and more. You'll also learn how to create interactive forms, insert calculations and handle run-time errors.

Students are expected to have completed Excel Level 3 - Advanced or have the equivalent experience prior to attending this class. Live face-to-face instructor - still the best way to learn!

DETAILED COURSE OUTLINE

VBA CONCEPTS

- The Object Model Hierarchy
- Understanding Object Properties, Methods and Events
- VBA Module and Procedure Types

ACCESSING VBA FUNCTIONALITY

- Macro Security Options
- Using the Macro Recorder
- Writing and Editing Macros
- Essential VB Editor Components
- Exploring the Object Browser
- Using VBA Comments and Formatting to Write Solid Code

DEBUGGING AND ERROR HANDLING

- Types of Programming Errors
- VBE Debugging Tools
- Error Handling Code
- Using Variables to Store Data
- VBA Data Types and Naming Rules
- Declaring Variables

VBA LOOPING AND DECISION STRUCTURES

- For...and Do...Loops for Repetitive Actions
- If..then Statements
- Select Case Statements

USER-INTERACTIVE WORKSHEETS

- Capturing User Input
- Dialog Box Types

PERFORMING CALCULATIONS WITH VBA

- Using VBA's Built-in Functions
- Writing User-Defined Functions for Custom Calculations
- Code to Automate Inserting SUM Functions

USING VARIABLES TO STORE DATA

- VBA Data Types and Naming Rules
- Declaring Variables

Training Connection

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