blue novation

2 Day Introduction to Excel VBA

Overview

Blue Novation has spent the last 15 years teaching Excel users how to easily create powerful macros and save themselves valuable hours on a weekly basis.

Our 2-day instructor-led Introduction to VBA will have you up and running with this flexible and powerful macro language.

The emphasis of the course is engaging, hands-on training, with delegates tackling practical “real-world” exercises, fully supported by our experienced VBA trainer. Before each exercise is tackled, the tutor will fully explain the theory that relates to the task about to be undertaken.

The version of Excel used for training is 2016, however, the course theory is applicable to all versions of Excel (2007 – 2016). Course manuals matching the version of Excel you normally use will be provided.

Prerequisites

The 2-day Introduction to VBA is for people with a good working knowledge of Excel. No prior knowledge of Excel macros or VBA is required.

What is Included?

Training runs from 9.30am to approximately 4.30pm and takes place at our training facility at Adastral Park (home of BT’s Research and Development facility) in Suffolk.

Training Includes:

- A full colour Excel VBA training manual.
- Certificate of attendance.
- 1 month’s post course support.
- Maximum of 6 delegates (each with their own PC).
- Refreshments throughout the day.
- Training in air conditioned facilities.

Training Dates

- 21 - 22 March
- 9 - 10 May
- 21 - 22 June

Please note, as with all our courses, the Introduction to VBA course can be delivered on-site as required. In-company courses can also be tailored to your own specific requirements.

Course Fees

£470 per delegate plus VAT
Discounts are available for “early-bird” bookings and when booking two or more places on the same course.

blue novation

Course Topics

Recording Macros

- using the macro recorder
- running macros via worksheet or toolbar buttons
- relative and absolute cell references
- options for storing a macro

Visual Basic Editor (VBE) Window

- familiarisation with the VBE window
- Excel objects, user forms & modules
- procedures, keywords, statements & comments
- customising the VBE window

Creating and Modifying VBA Code

- making long statements readable
- using message boxes to interact with the user
- using input boxes to get information from the user

Working with Worksheets and Cells

- navigating around worksheets
- editing & formatting cells
- moving around lists of data
- working with named ranges

Introducing Functions and Variables

- variables and variable types
- using a naming convention for your variables
- using built-in worksheet functions

Decision Making within VBA Procedures

- using If Then Else statements
- using Select Case statements

Looping Through Data

- using Do While or Do Until statements
- exploring the use of the For Next statement

De-Bugging your Code

- break mode
- stepping through code
- using auto data tips, call stack, expressions
- using the immediate window

On-Sheet Controls

- using “controls” on the worksheet
- setting the properties of controls
- linking controls to the worksheet

Working with Workbooks

- opening other workbooks with re-usable code
- navigating between different workbooks
- saving a workbook file

Creating Re-usable Code

- passing arguments to a procedure
- exploring the benefits of re-usable code

Handling Errors within your Code

- trapping errors
- adding code to handle the errors
- determining what error has occurred
- exiting from the error handling code

Variables and their scope and lifetime

- testing the content of a variable
- local, module and static variables
- global and private variables
- using constants

Working with Data

- manipulating data contained within a single string
- manipulating dates

Creating User Defined Functions

- creating a simple function
- creating a function for a more complex formula you use frequently

User Forms

- how to create simple custom forms in excel
- adding controls to a user form
- adding code to respond to events

Good Coding Guide

FOLLOW ON COURSE 1-day Excel VBA Advanced