



# Microsoft Excel

## VBA (Visual Basic for Applications)

### Overview:

This 2-day course will teach you how to create visual basic macros, understand the basics of object orientated programming and manipulate code to suit your needs.

### Target Audience:

This course is valuable for experienced Excel users who had to manipulate large data sets or manage regular reports from inconsistent data

### Pre-Requisites:

A good understanding of Excel functions and formulas

### Objectives:

This course is about harnessing the power of Microsoft Excel Visual Basic to learn the programming language behind the scenes. You will gain the knowledge and hands-on skills required to exploit Excel's macros, and build your own custom code modules to manipulate and manage your data.

**Course Duration:**  
2 days

**Cost:**  
£540 + vat

**Course Code:**  
QE-VBA

### Qdos Computer Consultants Limited

Syner-Med House  
120 High Street  
Purley, CR8 2AD

**Booking:**  
To register for this course, please call:

**020 8763 8732**

**Book online**

View more courses at:  
[www.qdoscc.com](http://www.qdoscc.com)

**Book online**

**Call to book**

### Topics:

#### Visual Basic and Macros

- Recording a macro
- Simple formatting; Cells, Columns
- The VB editor, the Property and Project window
- View and understand code structure
- Concepts of object oriented programming
- Object properties methods and actions

#### The VBA World

- Modules tab
- Subs and Functions
- Option Explicit and other Tools / Options
- Colour coded editor
- Split window
- F2, dropdown declarations, Ctrl+F
- Object Browser
- Shift+F2 (Ctrl+Shift+F2)

#### Subs vs Functions

- Syntax; Sub, Public and Private
- Procedure Names
- Auto Syntax Check

#### Running Functions

- Debug Window calling a function
- Query's Conditions
- Form Event

#### Forms

- Creating a form, using Form Objects
- Naming Conventions

#### Programming VBA

- Comments
- Line continuation character
- Variables; search VBA Help Index for Long and go to Data Type Summary
- Option Explicit
- Variables and Variants
- Other data types
- Variable Scope

#### Branching and Looping

- Indenting
- If Then Else
- For Next loops
- Do Loops
- Select Case

#### Debugging

- Immediate Window Ctrl G
- Breakpoints F9
- Step Into F8
- Mouse over variable

#### Error Handling

- None
- On Error Goto 0
- On Error Resume Next
- On Error Goto xxxx
- Resume or Resume Next
- Error Handlers and Objects