

INTRODUCTION TO EXCEL VBA



Corporate IT Course

LEARNING OUTCOMES

- Record and edit macros in Excel or Word to automate repetitive tasks efficiently.
- Execute macros using keyboard shortcuts, the Quick Access Toolbar, or custom buttons.
- Navigate the Visual Basic Editor (VBE), modify object properties, add modules, write and run procedures, and use the Object Browser to locate code.
- Declare variables of different types, combine data using expressions, use functions for input and output, and manage variable and procedure scope effectively.
- Build procedures that make decisions using conditional statements and perform repetitive tasks using loops.
- Create robust error-handling routines to manage and respond to runtime errors gracefully.

COURSE OVERVIEW

This course is designed to build your proficiency in the Visual Basic Editor (VBE) and introduce you to the fundamentals of Excel VBA. You will learn to work with Excel objects, write basic VBA code, handle events, use control structures, and debug your programs. The course also covers automating common tasks, applying analysis techniques to more complex datasets, collaborating on worksheets, and sharing Excel data with other applications. By the end, you'll gain the skills to streamline your workflow and make Excel work smarter for you.

TOPICS COVERED IN THIS COURSE

Introduction to Macros

Understand what macros are, how to record and run them, use relative references, run macros from the dialog box, and edit recorded macros in the Visual Basic Editor.

Assigning Macros

Assign macros to buttons on sheets, drawn objects, toolbar buttons, or keyboard shortcuts to streamline workflow and make tasks easier to execute.

Range Objects and Formula Control

Work with Cells and Range properties, flexible ranges, and range contents. Build formulas and implement decision structures (If...Then) and loop structures (For, Do) for automated calculations.

Functions and Workbook/Sheet Management

Utilise basic VBA functions like InputBox, MsgBox, and Set statements; activate and manage workbooks and worksheets and run code from both the development environment and design mode.

Visual Basic Editor (VBE)

Explore objects, methods, properties, programming tools, the menu bar, and navigation within the VBE to manage and edit code efficiently.

Editing Macros and Procedures

Use the Project Explorer, Code Window, and procedures; insert comments, print modules, and organise code for clarity and maintainability.

Event Handling and Controls

Learn VBA editing, debugging, auto macros, error handling, and work with built-in, predefined, and custom form controls. Handle control and dialogue box events effectively.

Objects, Properties, Methods, and Variables

Control Excel objects using properties and methods, perform multiple actions, declare and use variables, and manage constants to build robust routines.