



Excel Macros & Introduction to VBA

Course Length: 6 Hrs

Learn how to automate a wide range of tasks with Macros and gain an understanding of what can be achieved with VBA to extend the capability of Excel.

Learn how to record and run macros, use the VBA editor in Excel, edit VBA script, write simple VBA script, work with objects and variables, write VBA script for data management and utilise message boxes.

Is this the right course for you?

You will be comfortable with the content of this course if you can write formulas in Excel and use various functions.

If you would like to learn how to write more complex VBA code, we can design and deliver a tailored VBA training course to meet your needs.

Course Content

The Developer Tab

Use the Developer tab to record Macros and write VBA

Learn how to

- Display the Developer tab in the ribbon
- Understand the tools in the Developer tab

Naming Objects

Name objects for reference in Macros and VBA

Learn how to

- Name cells and ranges
- Create dynamic named ranges in Tables
- Use the Name Manager
- Navigate to named objects

Recording Macros

Record Macros to automate tasks

Learn how to

- Record Macros to add content
- Record Macros to format content
- Record Macros to navigate
- Record Macros to copy and paste
- Record Macros with active cell references
- Run Macros with multiple steps
- Record Macros with absolute cell references
- Record Macros with relative cell references
- Record Macros which combine active, absolute and relative cell references
- Save Excel workbooks as Macro enabled workbooks

Running Macros

Run Macros in various ways

Learn how to

- Use the Macro dialog box to run Macros
- Create Macro commands on the ribbon
- Create keyboard shortcuts to run Macros
- Create user-friendly buttons to run Macros

The VBA Editor

Understand the layout of the VBA editor

Learn how to

- View the VBA editor
- Work with the menus and commands in the VBA editor
- View and hide the various windows in the VBA editor
- Change the layout of the windows in VBA editor
- Work with the Properties window
- Work with the Immediate window

VBA Project Explorer

Understand the purpose of the VBA Project Explorer

Learn how to

- Work with the Project Explorer window
- Collapse and expand VBA projects
- View VBA code using the Project Explorer
- View Excel workbooks using the Project Explorer

Understanding VBA Script

Record a Macro and observe the VBA script generated

Learn how to

- Display Modules which hold VBA script
- Display the VBA Editor alongside an Excel workbook
- View VBA script being generated as a Macro is recorded

Editing VBA Script

Edit VBA script to change the actions performed by a Macro

Learn how to

- Understand the syntax within the VBA script
- Understand the different parts of the VBA script
- Edit VBA script to alter the actions performed
- Step through actions and alter VBA script

Writing Macros in VBA

Write your own Sub Procedures (Macros)

Learn how to

- Insert a Module to hold VBA script
- Write simple Sub Procedures
- Run Sub Procedures

Objects, Properties and Methods in VBA

Understand the concept of Object Orientated Programming

Learn how to

- Refer to Objects within VBA script
- Understand the Object hierarchy
- Use various Properties to manipulate Objects in VBA script
- Use various Methods to perform actions with Objects in VBA script
- Refer to named cells and ranges as Objects

VBA for Data Management

Write VBA script to help manage data

Learn how to

- Refer to Tables of data (databases) within VBA script
- Select records using VBA script
- Select fields using VBA script
- Write VBA script to assist data entry

Working with Variables

Use Variables to simplify VBA script

Learn how to

- Create Variables to hold values
- Create different types of Variables
- Refer to Variables within VBA script

If, Then, Else

Use If, Then, Else statements to return values

Learn how to

- Write simple 'If,Then' script
- Write simple 'If,Then, Else' script

Message Boxes

Display information in message boxes

Learn how to

- Use Message Boxes to display information
- Combine Message Boxes with 'If,Then, Else' script

More information

Feedback from trainees

For me it was an eye-opener. I think this is just the beginning of what I can achieve with VBA in Excel.

Really useful course and thoroughly enjoyable!

Suitable for all versions of Excel

This course is suitable for all versions of Excel, whether you are using a Windows laptop or desktop or an Apple Mac. All releases of Excel are also covered.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

If you would like to learn more about Excel VBA we design and deliver tailored VBA courses for all levels from beginner to power user. To find out more, please visit www.iq-it.co.uk.