

Microsoft Excel 365

Macros and VBA Programming

Duration: 1 Day

This course is designed to introduce the user to Visual Basic for Applications, the macro language in Microsoft Office. This practical course provides the skills and knowledge required to exploit the features and capabilities of VBA within Microsoft Office. It shows how the basic facilities in Excel can be used to create, edit and format Excel documents and how to use basic functions.

Pre Requisites: Delegates must use Excel to an advanced level.

Getting Started

- Recording and editing macros in the Visual Basic Editor
- Saving a Macro-enabled workbook
- Running a macro
- Understanding macro security

Visual Basic Editor

- Introducing Visual Basic for Applications
- Object programming
- The Object Browser

Programming Basics

- Data basics
- Scope of variables
- Scope of procedures

Control Structures

- Decision structures
- Loop structures

Custom Dialog Boxes

- Input and message boxes
- Events

Debugging and Error Handling

- Errors
- Debugging
- Error handling