Digital Skills

Microsoft Office – VBA Advanced (Online)

Course Details

Length

2 Full days (09:00 – 17:00)

Course Overview

By attending this online course, delegates will learn the skills to enable them to use the Visual Basic for Applications (VBA) programming language to simplify or automate activities and tasks using Microsoft Office applications. The course covers examples in; Excel 2016 – 2019, Word 2016 – 2019, Outlook 2016 – 2019, PowerPoint 2016 – 2019.

Please Note: Microsoft Excel 2016 is used as the primary application during the course for demonstration purposes.

This course is delivered virtually through the GTA, tutor led in real time.

Course Content

Module 1: VBA overview

Objects, Dimensions, Loops, and Decisions

Module 2: Connecting to data

Understanding connections, importing data, coding the Power Query

Module 3: Data Preparation

Importance of data preparation, data preparation techniques

Module 4: Visualise data

Report building with tables, graphs, and charts

Module 5: Analyse data

Introduction to Pivot reports, building a PivotTable, and creating the PivotChart

Module 6: Reporting the results

Introduction to external libraries – PowerPoint, Outlook, and the FileSystemObject

Benefits

Learning Outcomes:

- Overview of the VBA Essentials

- Connecting to external data

- Preparation of datasets

- Develop charts and build data visuals

- Analyse data with Pivots

- Reporting the results in other MS applications

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

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QA are a training provider who create capabilities, build confidence and break down barriers to opportunity. QA shape the next generation of technologists, leaders and innovators through training. They know that if they get it right for the individual, they will get it right for our customers. QA exist at the forefront of the digital revolution and provide the skills to build a new digital culture and enrich society – one learner at a time.