

Digital Skills

Microsoft Office – VBA Essentials (Online)

Course Details

Length

2 Full days (09:00 – 17:00)

Course Overview

This online course is designed to give proficiency in the Visual Basic Editor (VBE), predominantly making use of Excel objects, basic VBA programming, event handling, control structures, and debugging tools.

This course is suitable for users of Office 2007, 2010, 2013, 2016 and 2019 (365) due to the minimal differences between versions. Note that this course will normally be delivered on PCs with Office 2016 installed.

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

Content

Delegates will learn how to:

- Record and edit a Macro
- Use different techniques in order to run any macros available such as keyboard commands, the use of the Quick Access Toolbars or Buttons

- Use VBA and examine the Visual Basic Editor; change the properties of an object; add a module to a project; write the code for a procedure and then run it; and use the Object Browser to search procedures
- Manipulate data by declaring variables of different data types; combine data by using expressions; use functions to accept input and display output; and declare variables and procedures with the appropriate scope
- Use decision structures to create procedures that make decisions; and use loop structures to perform repetitive tasks
- Create an error handling routine in case things go wrong with VBA code

Prerequisites

- Navigate, edit and manage Excel workbooks
- Format worksheets and workbooks
- Understand the difference between absolute and relative references
- Understand the basics of Excel formulas and functions, e.g. Sum, text functions
- Understand the concepts of a Macro and its capabilities

Dual monitor setup is required.

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

Kevin Shaw

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