

Excel 07 VBA Introduction

Excel 07 VBA Introduction course details

Duration: 2 Days

you will learn to

- Understand the fundamentals of VBA
- Record, test and run macros
- Access Help
- Make macros interactive
- Assign macros to buttons
- Create User-defined functions
- Declare and use Variables
- Create UserForms

the next step

Eager to learn more? We recommend:

- Excel VBA Advanced

course dates

Visit www.TP3.com.au for our latest course schedule or call us on 1300 658 388.

This course is a comprehensive workshop whereby you will acquire the application programming skills needed to automate Excel spreadsheets.

The learning process

Before the course

We recommend Excel VBA Introduction as the next step of your personal development after completing an advanced Excel course or after attaining equivalent knowledge.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

During the course

This course will give you the skills to automate routine processes in Excel and to be able to create small interactive applets in Excel. You will be introduced to the Visual Basic programming environment in Excel.

After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"I found the practical examples we did in the classroom were very beneficial. It was good to be given a challenge to see if you could work things out for yourself. I really enjoyed this class."

"The trainer was fantastic. He was friendly, approachable and knowledgeable. He also showed a real interest in the topics he was teaching and had valuable "life" experience which helped make him a better instructor."

Excel 07 VBA Introduction course content

An Introduction to Macros

- What is Visual Basic for Applications?
- Objects properties and methods
- Difference between properties and methods
- Modules and subroutines
- Advantages and disadvantages of macros
- Macros in perspective plus development

Creating, Recording and Running Macros

- Recording and running macros
- Naming a macro
- Global vs local macros
- Learning Visual Basic for Applications
- Relative and absolute recording
- Viewing and running macros

The Visual Basic Editor

- Beyond the Macro Recorder
- Visual Basic Editor Orientation
- Editing Existing Macros with the VBE
- Showing and Arranging VBE Toolbars and Windows
- Running Macros from the VBE
- Macros that cause errors
- Dealing with Macros that Cause Errors
- Accessing VBA Help

Basic Programming Concepts

- Creating Subroutines
- Inputs and Outputs
- The InputBox Function
- Prompting for User Input
- Communicating with the User
- Using Variables
- Variable Data Types
- Dimensioning Variables
- Writing Subroutines with Variables
- Declaring Variables Explicitly

Programming Techniques

- Making Decisions with VBA
- Working with Loops
- Modular Programming
- Bringing it all together

User-Defined Functions

- Creating a user-defined function
- Add a function with Insert, Function

Excel Objects

- The Object Browser
- Working with Worksheets
- Working with Cells and Ranges

Assigning Macros

- Toolbar Buttons
- Menu Items
- Worksheet Buttons
- Automatic Macros

Annex A UserForms

- Coding the Form
- Writing an Event Procedure
- Controlling the Tab Order
- Activating Forms

Annex B VBA Workshop

- Workshop Exercise Scenario
- Planning Phase
- Coding the Solution
- The Solution
- Wrapping Up

Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

Prepare: Pre-work

Reflecting on and aligning learning outcomes.

Learn: During the course

Focusing on relevance to on-the-job outcomes.

Apply: Post-work

Action plans and post-work encourage follow up.

Measure: ROI

Calculate and report on some aspect of return on investment.

CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

For more information on this course, or to view the latest course schedule, visit our website www.TP3.com.au or call us on 1300 658 388.