



4D Training

Excel VBA Level 1

Who would benefit?

This course is designed for experienced users who wish to learn the fundamentals of automating/coding Excel.

Objective

Learn how to write and edit macros that will save you much time and help prevent user error.

Content

- Recording macros in the personal macro workbook v standard workbooks
- Controlling how a macro is run by using a keyboard shortcut or command button
- Understand relative/absolute referencing mode when recording
- Editing the code in the Visual Basic Editor
- Understanding terminology and features:
 - Break points
 - Comments
 - Wrap text
 - Properties window
 - Project Explorer
- Writing code for objects, properties and methods (named and positional arguments)
- Using the With statement
- Coding to select ranges of different sizes
- Creating message boxes and input boxes to interact with the user
- Control structures
 - If...Then...Else statement
 - Select Case
- Variables
 - Declaring variables
 - Understanding the different variable types
- Loops and sub-routines
 - For...Next
 - Do...Until

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Excel Advanced