

Introduction to Visual Basic for Applications (VBA)

Duration: ½ day

This course is designed as an Introduction taster session to VBA, and aims to provide the participant with sufficient knowledge to get started with programming.

Who should attend this course?

Individuals who are proficient in the use of Excel and wish to explore further the advanced features of the application in the form of VBA.

The Visual Basic Editor

- VBA overview
- Project
- Recording macro
- Relative and Absolute Addressing
- Inserting a macro module
- Displaying the VBA toolbar
- The text editor
- VBA help
- Using auto lists
- Using the F1 key

Displaying Information to the User

- Displaying a message box
- Using named arguments
- The object browser
- Using built-in constants

Capturing User Input

- The input box function
- Pressing the cancel button and no data entry
- The input box method
- Pressing the cancel button
- No data entry
- Built-in dialog boxes

Writing Repeating and Looping Code

- The for....next loop
- The for ...each loop
- Do loops
- For each.... Next statements
- With...end with statements

Conditional Processing

- The IF command
- IF...THEN...ELSE...IF
- Select case

Examining Variable and Data Types

- The VBA variables
- What is a variable?
- Setting the Option Explicit Statement
- Setting the variable data type
- Assigning values to variables
- The date variable
- The variant variable
- ARRAYS
- Declaring a dynamic array
- The constant
- Local constants
- Module constants
- Global constants
- Answer