

KOENIG SOLUTIONS • COURSE OUTLINE

Visual Basic for Applications (VBA)

Learn to write VBA macros in Excel to automate cells, rows, columns, sheets and user interactions.

7

MODULES

44

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of Visual Basic for Applications, starting with the VBA window, macro security and the Excel Object Model. It then explains how to write modules and procedures, declare variables and constants, and control program flow with loops and conditional statements. Learners work with message boxes, input boxes and macro shortcuts, before applying VBA code to cells, ranges, rows, columns and worksheets, including formatting, hiding, inserting, deleting and protecting sheets.

WHO THIS COURSE IS FOR

Excel Users

Spreadsheet Developers

Business Analysts

Data Analysts

Office Automation Specialists

LEARNING OBJECTIVES

- Explain the basics of VBA and the Excel Object Model
- Describe macro security settings and the Developer Tab
- Apply variable and constant declarations within modules
- Analyse program flow using loops and conditional statements
- Implement message boxes and input boxes in macros
- Assign macros to keyboard shortcuts and shapes
- Apply VBA code to format cells and ranges
- Implement VBA code to manage rows, columns and sheets

7 Modules, 44 Topics

01

Introducing Visual Basic for Applications

This module explains Basics of VBA Window

TOPICS

- What is VBA?
- What is a Macro?
- What can Macros do?
- To use or not to use Macros?
- Macro - The 5 Tenets
- What is the Excel Object Model?
- Your Personal.XLSB file
- Need to check your security options
- How do I access VBA?
- Macro Security Settings
- Displaying and reviewing the Developer Tab in the Ribbon

02

Modules and Procedures

This module explains how to write Modules & Procedures.

TOPICS

- Modules and Procedures
- Program design and concepts
- A Good Spreadsheet Application
- Code Format / Layout
- To Dim or Not to Dim? In other words Why Dim?
- How to Declare a Variable / Dim / Private / Public
- Understanding Constants and how to Declare them
- Run Timing Test Macro
- Modules - Understanding how to Create, Name, Edit, Copy and Remove
- Practical on Modules

03

Controlling Flow and Make Decisions

This module explains how to work with Loops & Conditional Statements

04

Using Message Boxes, Input Boxes, and Running Macros

This module explains how to work with Inbuilt Properties of Message Box.

TOPICS

Creating and Using Message Boxes · Types Of Message Box · Using Input Box · Running a Macro from within Excel · Assigning a Keyboard Shortcut to a Macro · Assigning and launching a Macro from a shapes

05

Working With Cells and Ranges

This module explains how to write code for Excel cells

TOPICS

Different Functions to access cells · Cell Range · Cell Color · Cell Back Color · Cell Alignment · Cell Wrap & Merge · Cell Orientation

06

Working with Rows & Columns

This module explains VBA Code for Rows & Columns

TOPICS

Inserting Rows & Columns · Hiding Rows & Columns · Deleting Rows & Columns · Height & Width, Autofit · Formatting

07

Working With Sheets

This module explains how to write VBA code for Worksheets

TOPICS

Adding Sheets · Deleting Sheets · Hiding & Unhiding Sheets · Activating Sheets · Protecting Sheet

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com