



Microsoft Excel VBA Course Outline

Duration – 2 days.

Prerequisites – Attendees must have an advanced working knowledge of Excel.

Benefit – This course will benefit those who wish to build on their advanced knowledge of Excel. Attendees will gain the skills needed to speed up repetitive tasks and write VBA code.

Course Objectives – On completion of this course, attendees will be able to record and edit macros, write VBA code and create a user friendly interface to automate tasks.

Skills Gained – This course will enable attendees to: Understand the difference between recording macros and coding

- Become familiar with the Visual Basic Editor
- Understand loops and conditional structures
- Edit code and check for errors
- Work with variables
- Create functions
- Build interactive forms
- Use events with your macros

Course Outline

What is a Macro

- Concepts
- Absolute and relative recording
- The Personal Macro Workbook

Interactive Code

- Understand variables and declaration
- Understand constants
- Create message boxes