



# Microsoft VBA Excel 2 day VBA Introduction Course

---

---

## Aim of the course:

This course is designed to give delegates a good grounding with the building blocks of the programming language which underlies Excel – Visual Basic for Applications (VBA).

## Topics Covered

### Introduction to Vba

What is VBA?  
Why use VBA if I can record Macros in Excel  
The VBA Environment

### VBA Terminology

Modules and Procedures  
Components of your Code  
Objects, Properties and Methods

### Understanding Data, Variables and Operators

Working with Variables  
Working with constraints  
Working with Operators and Expressions

### Working with Functions

Mathematical Functions  
Date and Time Functions  
String Functions  
Excel Specific Functions

### Function Procedures

Creating a User Defined Function  
Using the Function Procedure in Excel  
Using Arguments in Functions

### Decision Structures in VBA

Using If Then Else  
Select Case  
Using VB Constants

### Working with Objects

Properties of Objects  
Objects and Containers of Other Objects  
Working with Specific Objects in Containers or Collections

### Working with Workbook Objects

Workbook Objects and Methods  
Creating a New Workbook

### File Management in VBA

Working with File Management

### Dialog Boxes

Creating Dialog Boxes  
Setting Properties for Controls  
Working with Groups and Option Buttons

### Working with Toolbars

Creating a Toolbar  
Adding a Toolbar Buttons

### Error Handling

Working with Error Handling Routines  
Exiting an Error Trap

---

This course has been designed for the non-technical user who needs to design and create applications in Microsoft Excel. However, experienced technical staff will find that they can gain a very in-depth overview of what Visual Basic for Excel is about.