



# Fast track Excel VBA

## 3 day training course



## Course contents

This course will cover the following topics. Those marked with (\*) will be covered if time allows.

### From our Excel VBA macros course

#### Recording macros and buttons

- Absolute and relative recording
- Where macros can be stored
- Assigning macros to buttons

#### Selecting cells

- Selecting cells (absolute)
- Selecting cells (relative)
- Selecting to the end of a block
- Selecting a range by its corners

#### The VB code editor

- Using Project Explorer
- Creating modules
- Basic subroutines and comments

#### Messages and variables

- Input boxes and message boxes
- Declaring variables
- Option Explicit
- Scope of variables
- Constants

#### Visual Basic explained

- The Excel object model
- Objects and collections
- Methods and properties
- Getting help in VBA

#### Loops and conditions

- Simple IF conditions
- Multiple IF and SELECT / CASE
- Three main types of loop

#### Looping over collections

- Object variables
- Looping over collections

#### Event handling

- Assigning macros to events
- Cancelling events

#### Functions

- Declaring functions
- Passing arguments

#### Debugging and error handling

- Setting breakpoints
- Stepping through macros
- ON ERROR statements

#### Forms

- Drawing forms
- Attaching macros to controls
- Validating form input



## From our Advanced VBA course

### Links to other applications

- Referencing other applications
- Instantiating objects
- Writing inter-application code

### FileSystemObjects

- Referencing FileSystemObjects
- Working with files and folders

### FileDialogs

- Using FileDialogs
- Allowing multiple selection

### Working with text files

- Avoiding using INPUT/OUTPUT
- Reading and writing text files

### Linking to data (\*)

- ADO or Access Database Engine
- Referencing the right library
- Opening and using recordsets

### Arrays

- Creating and populating arrays
- Dynamic arrays
- The PRESERVE keyword

### Passing arguments

- ByRef and ByVal
- Using optional arguments
- Using ParamArray

### Advanced programming ideas (\*)

- Using functions in code
- Recursive programming
- Enumerations

### Working with shapes (\*)

- Adding shapes
- Positioning shapes
- Formatting shapes

## Pre-requisites for Fast track Excel VBA course

You only need a basic knowledge of Excel for this course. You'll find it easier if you have some programming experience, although this isn't essential. What you must have is a good aptitude for computers (otherwise this will be a l-o-n-g three days ...).

## Prices

Venue	Address	Price per place
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,995 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,695 per person + VAT
<a href="#">Online</a>	Your home or office!	£1,350 per person + VAT

## Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Wed/Fri 13-15 August 2025	Online	09:30-16:30	£1,350 + VAT	<a href="#">Book this</a>
Wed/Fri 15-17 October 2025	Online	09:30-16:30	£1,350 + VAT	<a href="#">Book this</a>
Mon/Wed 08-10 December 2025	Online	09:30-16:30	£1,350 + VAT	<a href="#">Book this</a>
Wed/Fri 18-20 February 2026	Online	09:30-16:30	£1,350 + VAT	<a href="#">Book this</a>
Wed/Fri 18-20 March 2026	Online	09:30-16:30	£1,350 + VAT	<a href="#">Book this</a>

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.