



Excel VBA macros

2 day training course



Course contents

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

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

Referencing other applications (*)

- Links to Word or Access
- Working with files and folders

Pre-requisites for Excel VBA macros course

Delegates should be comfortable with using Excel (no advanced knowledge is needed). No experience of programming is needed, although delegates should enjoy the logical challenge of learning new computer systems.

Prices

| Venue | Address | Price per place |
|----------------------------|--|-------------------------|
| London | Landmark, 99 Bishopsgate, London EC2M 3XD | £1,525 per person + VAT |
| Manchester | Holiday Inn, 25 Aytoun Street, Manchester M1 3AE | £1,150 per person + VAT |
| Online | Your home or office! | £995 per person + VAT |

Scheduled Dates

| Dates | Venue | Times | Price per place | Booking |
|------------------------------|--------|-------------|-----------------|---------------------------|
| Mon/Tue 04-05 August 2025 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Mon/Tue 08-09 September 2025 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Thu/Fri 09-10 October 2025 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Mon/Tue 10-11 November 2025 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Tue/Wed 09-10 December 2025 | Online | 09:30-16:30 | £995 + VAT | Book this |

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.