

# 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
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,525 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,150 per person + VAT
<a href="#">Online</a>	Your home or office!	£995 per person + VAT

### Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thu/Fri 11-12 June 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Mon/Tue 13-14 July 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Wed/Thu 12-13 August 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Mon/Tue 14-15 September 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Tue/Wed 13-14 October 2026	Online	09:30-16:30	£995 + 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.