Visual Basic for Applications (VBA) Basics («VBGLN»)

Learn the fundamentals of Visual Basic for Applications (VBA) programming in Microsoft Office applications in this two-day seminar. The focus is on VBA in Excel, but other Office applications are also covered.

Duration: 2 days
Price: 1'300.–
Course documents: Digital courseware

Content

1. Introduction
   - Basic terms
   - Using VBA – When is VBA appropriate?
   - Examples of using VBA
   - Security settings
   - The Visual Basic Editor
2. The Macro Recorder
   - The Recorder
   - Saving a macro
   - Analyzing a recorded macro
   - Running a recorded macro
   - Fixing errors, disabling / skipping lines of code
3. VBA Basics
   - Basic syntax in modules, procedures, and functions
   - Upper and lower case
   - The WITH keyword
   - Comments
   - Using variables
   - Using constants
   - Explicit Option
   - Naming conventions
4. More VBA
   - Procedures
   - VBA functions
   - The MsgBox
   - The Direct Window
   - Local and global variables
   - Arrays or fields
   - IF...THEN...ELSE
   - SELECT...CASE
   - InputBox
   - Loops FOR...NEXT, WHILE...WEND, DO...LOOP
   - The Project Explorer
5. Built-in VBA functions
   - Text functions
   - Date functions
   - Mathematical functions
   - Information functions
   - Data type conversion
6. Error Handling
   - Handling runtime errors

- Debugging

Key Learnings

- Optimal introduction to Office programming
- Applying what you have learned confidently through a clear structure and systematic approach
- Acquiring a solid foundation
- Translating workflows and processes into the VBA programming language to achieve a high degree of automation
- Mastering the VBA development environment and key tools for building and debugging programs

Target audience

This course is aimed at power users, PC administrators and developers who want to begin automating processes in Microsoft Office applications.

Requirements

No programming knowledge is required. Very good knowledge of Word and Excel is required.

- Excel for Power Users («MEPU»)

Further courses

- VBA deepening for Word («VBWRD»)
- VBA deepening for Excel («VBXLS»)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/visual-basic-vba/course-visual-basic-for-applications-vba-basics