MICROSOFT VBA

Description:

Unlock the full potential of Microsoft Office with Visual Basic for Applications (VBA). This course equips you with the skills to automate, customize and extend the functionality of Office applications beyond standard commands. Learn to harness the power of VBA to enhance productivity in Access, Excel and Word by creating dynamic solutions tailored to your specific needs.

Discover the versatility of VBA as you build interactive tools, automate repetitive tasks, and improve workflow efficiency. Explore its advanced object-oriented features, such as inheritance, interfaces and overloading, enabling you to develop robust, scalable, and reusable code. Whether you're managing complex spreadsheets, designing customized forms, or streamlining database processes, this course provides the foundation to elevate your expertise in Office automation and development.

We have 3 standard courses of Microsoft VBA:

MICROSOFT VBA - ACCESS

- You'll explore how to effectively work with objects, craft dynamic expressions, and use variables and intrinsic functions to enhance database functionality. The course also emphasizes debugging techniques and error handling, equipping you to create seamless, efficient, and robust Access solutions tailored to your needs

MICROSOFT VBA - EXCEL

- This course expands on advanced Excel topics, introducing powerful VBA tools to automate tasks, enhance functionality, and streamline workflows. Participants will gain hands-on experience creating custom solutions that elevate their Excel capabilities to a professional level

MICROSOFT VBA - WORD

- This course builds on the subjects discussed in the previous levels of Word. Starting with an introduction to the VB Environment, participants will be guided through the controls and functions available. By the end of the course the participants will be able to make user forms that simplify the data entry process for users whilst restricting the potential for data errors

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***

MICROSOFT VBA - ACCESS

Course Code: ITDVA | Course Title: Programming With Access | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course takes your Access skills to the next level by diving into Microsoft VBA for Access. You'll explore how to effectively work with objects, craft dynamic expressions, and use variables and intrinsic functions to enhance database functionality. The course also emphasizes debugging techniques and error handling, equipping you to create seamless, efficient, and robust Access solutions tailored to your needs.

Who Should Attend Microsoft VBA Training?

- Manufacturers
- Financial Analysts
- Marketing Analysts
- Anyone who deals with large volumes of data

Course Requirements:

The delegates need to have adequate experience with Access which will allow them to take on the advanced knowledge in order to level up in VBA.

Course Contents:

- **Introduction:** Getting started with the Visual Basic Environment
- **Controls:** (Events / Properties / Text / Methods / Forms / Focus)
- **Definitions:** (General / Event / Function / Sub Procedures and Modules)
- **Controlling Access Forms:** (Control Form Components / Forms Come To Life)
- **Using Variables:** (Text Handling / Property / Functions / Strings / Variants)
- **Conditions And Loops:** (IF Statement / Loops)
- **Error Handling:** (Message Boxes / Debugging)
- **Dialog Control Boxes Within Code:** (Print Menu / Format / File Open / File Save)
- **Building On Fundamental Understanding:** Differences Between VB And Macros
- **External Application Links:** (Linking To Word / Linking To Excel / Linking To Outlook)
- **Updating Data:** (Edit, Sort & Filter Records In Code / Ado And Doa Controls)

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MICROSOFT VBA - EXCEL

Course Code: ITDVE | Course Title: Programming With Excel | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course expands on advanced Excel topics, introducing powerful VBA tools to automate tasks, enhance functionality, and streamline workflows. Participants will gain hands-on experience creating custom solutions that elevate their Excel capabilities to a professional level.

Who Should Attend Microsoft VBA Training?

- Manufacturers
- Financial Analysts
- Marketing Analysts
- Anyone who deals with large volumes of data

Course Requirements:

The delegates need to have adequate experience with Excel which will allow them to take on the advanced knowledge in order to level up in VBA.

Course Contents:

- **Introduction:** Getting started with the Visual Basic Environment
- **Controls:** (Events / Properties / Text / Methods / Forms / Focus)
- **Definitions:** (General / Event / Function / Sub Procedures and Modules)
- **Creating Forms:** (Create Your Spreadsheet Wizards / Auto Fill Spreadsheet)
- **Using Variables:** (Text Handling / Property / Functions / Strings / Variants)
- **Conditions And Loops:** (IF Statement / Loops)
- **Error Handling:** (Message Boxes / Debugging)
- **Dialog Control Boxes Within Code:** (Print Menu / Format / File Open / File Save)
- **Excel Document Handling In Code:** (Auto Open / Creating Menus / Document Navigation)
- **Mastery:** Controlling cells with code

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MICROSOFT VBA - WORD

Course Code: ITDVW | Course Title: Programming With Word | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course builds on the subjects discussed in the previous levels of Word. Starting with an introduction to the VB Environment, participants will be guided through the controls and functions available. By the end of the course the participants will be able to make user forms that simplify the data entry process for users whilst restricting the potential for data errors.

Who Should Attend Microsoft VBA Training?

- Manufacturers
- Financial Analysts
- Marketing Analysts
- Anyone who deals with large volumes of data

Course Requirements:

The delegates need to have adequate experience with Word which will allow them to take on the advanced knowledge in order to level up in VBA.

Course Contents:

- **Introduction:** Getting started with the Visual Basic Environment
- **Controls:** (Events / Properties / Text / Methods / Forms / Focus)
- **Definitions:** (General / Event / Function / Sub Procedures and Modules)
- **Creating Forms:** (Create Your Document Wizards / Auto Fill Documents)
- **Using Variables:** (Text Handling / Property / Functions / Strings / Variants)
- **Conditions And Loops:** (IF Statement / Loops)
- **Error Handling:** (Message Boxes / Debugging)
- **Dialog Control Boxes Within Code:** (Print Menu / Format / File Open / File Save)
- **Word Document Handling In Code:** (Auto Open / Creating Menus / Document Navigation)

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