



# *Business programming Visual Basic for Excel Beginners and Intermediate*

## *2 days: 699 \$ - Vancouver or On-site*

In this 2-day instructor-led course, you will learn advanced functions related to Visual Basic for Applications (VBA) macros in Excel 2003/2007/2010/2013. By mastering it, you will be able to automate routine tasks, manage databases, and interact with users (UserForms, dialog boxes)... In short, you will push the limits of Excel!

### *Objectives*

- Examine key concepts that are used to build custom solutions using Microsoft Excel VBA Macros
- Learn basic macro techniques for recording, writing, running, and maintaining macros
- Understand how Visual Basic for Applications is incorporated, used, and modified in Microsoft Excel
- Design and lay out a UserForm to create a customized dialog box to simplify data entry
- Prepare an Excel Workbook containing macros and toolbars for deployment to other users and machines
- Customize macros with VBA source code to automate data entry tasks and enable source code protection
- Enhance source code with variables, constants, and logical operators
- Create your own Excel applications and automate your current tasks: be 150% more efficient!

### *Course Outline*

The syllabus is built on 13 modules that allow you to progress easily in the business programming:

#### **Introduction**

- What is a macro?
- What is a VBA?
- Before you start programming

#### **Your First Macro**

- Recording & Running a Macro
- Assigning a Macro to an Object
- Recording Macro using Absolute and Relative References

#### **Visual Basic Editor**

- The VBA Interface: Visual Basic Editor
- Improving Code Readability
- Accessing the VBE Help File

#### **Excel Programming Basics**

- Workbook, Worksheets & Cells
- Variables

#### **Program Structures - Loops**

- For...To...(Step)...Next
- For Each...In...Next

#### **Program Structures**

- Conditional Operators
- Logical Operators

#### **User Interactions - Basic Message Boxes**

- MsgBox,
- InputBox

#### **User Interactions - UserForms**

- Creating a UserForm- Displaying the Toolbox- Adding controls
- Renaming and Changing Properties
- Generating the code

#### **Error Handling & Debugging**

- Error Handling
- Testing
- Debugging

#### **Overview of Intermediate & Advanced Techniques**

- Creating Used Defined Functions
- Code Optimization and Acceleration
- Event-Driven Programming

## ***Teaching Methods***

Practical exercises and interactive sessions.

## ***Who Needs to Attend***

Those who are familiar with Excel and want to learn to use macros to automate functions and to develop applications using Excel as the platform. Everyone who wants to improve their programming skills.

A practical knowledge of Windows and MS Excel is necessary.

## ***General information***

The dates of the training are flexible.

To increase the success of the training we work in small groups: maximum of 10 people.

Minimum of 5 participants.

Breakfast offered.

## ***Contact***

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## ***About the trainer***

Gaëtan has a PhD in Management of Information Systems from Paris Dauphine University and Georgia State University. He has been teaching VBA, reporting and advanced use of MS Excel at undergraduate and graduate levels (Georgia State University, Strasbourg University...).

Gaëtan developed over 70 applications for MS Excel for various industries (e.g. insurance, bank, textile) and domains (e.g. marketing, management, finance).

Finally, Gaëtan wrote 9 training CDs on how to use MS Excel and MS Access.