IT & Systems

Course Name

MS Office 365 VBA Essentials

Course Description

Record and edit a Macro

Use different techniques in order to run any macros available such as keyboard commands, the use of the Quick Access Toolbars or Buttons

Use VBA and examine the Visual Basic Editor; change the properties of an object; add a module to a project; write the code for a procedure and then run it; and use the Object Browser to search procedures

Manipulate data by declaring variables of different data types; combine data by using expressions; use functions to accept input and display output; and declare variables and procedures with the appropriate scope

Use decision structures to create procedures that make decisions; and use loop structures to perform repetitive tasks

Create an error handling routine in case things go wrong with VBA code

Audience

The course is aimed at all learners who would like to learn the essentials of Visual Basic Editor. Learners who wish to attend this course will need to be confident in the following- -Navigate, edit and manage Excel workbooks -Format worksheets and workbooks -Understand the difference between absolute and relative references -Understand the basics of Excel formulas and functions, e.g. Sum, text functions -Understand the concepts of a Macro and its capabilities

Duration: 2 Day(s) **Class Size:** 8

Competence Name Awarded

Competence Awarded

Course Code

Prerequisite Name

Prerequisite Short Code

Skills Assessment Scheme Regime

Course Type

Face to Face

Download Date: 21/11/2024