

Macros & VBA for Beginners

Tiresome, repetitive procedures – no matter what your job, we all have to do them. Wouldn't it be great if you could make your computer do the grunt work automatically? Macros are the answer. In this 2 day workshop we explore how Macros can simplify your life and automate boring repetitive work. We will answer the following and much more...

- What a Macro is and how can you use one to save you time?
- How do you create and edit Macros in Microsoft Office?
- Why do I need to learn programming basics to make my Macros work right?
- What are 5 custom macros that you can use right away?

WORKSHOP LENGTH: 2 DAYS | TIME: 9:00AM-4:30PM | WORKSHOP ID: 30 | FEE: \$695.00 + GST/PERSON, \$1500/DAY

Topics and Skills

MACRO BASICS

- What is a Macro?
- What is Visual Basic for Applications
- How do you create a Macro
- Recording a Macro
- Visual Basic Modules
- Documenting a Macro
- Setting Visual Basic References
- Planning Macros
- Recording Macros
- Executing Macros

VISUAL BASIC EDITOR

- Examining the VBE window
- Working with properties and modules
- Examining the Properties window
- Adding a module to a project
- Working with the Code window
- Adding a procedure to a module
- Running code

CONTROL STRUCTURES

- Using decision structures
- Using the If...Then statement
- Using the Select Case statement
- Using loop structures
- Using the For... Next loop
- Using the For Each... Next loop
- Using the Do While... loop

INTERACTIVE MACROS

- Automating Data Entry
- Prompting for Input

VBA USER FORM BASICS

- Planning User Forms
- Designing User Forms

DISTRIBUTING YOUR MACROS

- Preparing for Deployment
- Securing your code

CREATING TOOLBARS & BUTTONS

- Creating Custom Macro Buttons
- Attaching Toolbars

VARIABLES & FUNCTIONS

- Using Constants
- Declaring Variables
- Using Visual Basic Functions

DEBUGGING AND ERROR-HANDLING

- Handling Syntax, Logical and Run-Time Errors
- Using debugging techniques
- Setting a breakpoint
- Adding a watch expression
- Using Step Into
- Working with the Immediate window
- Writing error-handling code

ENHANCING VBA CODE

- Writing Source Code
- Make your code more readable
- Using Logical Operators
- Flow Control

OFFICE OBJECT MODELS

- Referencing other programs
- Connecting to a Database
- Retrieving Records from a Database
- Working with Office Object Models

PROGRAMMING IN VBA

- Working with data
- Discussing data types and variables
- Discussing and declaring variables
- Using operators
- Using the interaction functions

UNDERSTANDING SCOPE

- Understanding procedure- and module-level scope
- Understanding public scope

CUSTOM DIALOG BOXES

- Creating custom dialog boxes
- Adding controls to a user form
- Handling events
- Attaching an event handler to a control
- Validating data by using event handlers

Who Should Attend

This workshop is for advanced users of Microsoft Office. Some programming experience is useful but not required.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=37>