



VBA Programming for Applications

About the Course

Designed for

This course is designed for anyone who wants to automate Microsoft Office tasks through VBA programming. Some experience using the products in the Microsoft Office System is assumed. No previous programming experience is required.

Teaching Approach

The teaching approach contains a mix of lectures, practical, and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Pre-requirements

This course is valuable for anyone who wants to automate tasks through VBA programming. Some experience using the products in the Microsoft Office System is assumed. No previous programming experience is required.

Course Material

Extensive hands-on exercises provide you with practical experience automating Office applications with VBA programming. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is five-days in duration.

Course Outline

Introducing the Visual Basic Editor

Using the Visual Basic Editor
Using the Visual Basic Editor in Excel
Using the Visual Basic Editor in Word
Using the Visual Basic Editor in Access

Working with the Object Model

Using the Object Model
Using the Object Model in Excel
Using the Object Model in Word
Using the Object Model in Access

Working with the object variables

Using object variables
Creating and using object variables in Excel
Creating and using object variables in Word
Creating and using object variables in Access

Working with string variables

Using string variables
Using string variables in Excel
Using string variables in Word
Using string variables in Access

Working with date variables

Discussing date variables
Using date variables in Excel
Using date variables in Word
Using date variables in Access

Working with numeric variables

Discussing numeric variables
Using numeric variables in Excel
Using numeric variables in Word
Using numeric variables in Access

Using the selection structure

Discussing the selection structure
Using the selection structure in Excel
Using the selection structure in Word
Using the selection structure in Access

Using the Select Case statement and the MsgBox function

Understanding Select Case statement and MsgBox function
Using the Select Case statement and the MsgBox function in Excel
Using the Select Case statement and the MsgBox function in Word
Using the Select Case statement and the MsgBox function in Access



Course Outline Continued:

Working with the repetition structure and the With statement

Understanding the repetition structure and the With statement
Using the repetition structure and the With statement in Excel
Using the repetition structure and the With statement in Word
Using the repetition structure and the With statement in Access

Advanced repetition structure and string functions

Using the string repetition structure and string functions
Using the string repetition structure and string functions in Excel
Using the string repetition structure and string functions in Word
Using the string repetition structure and string functions in Access

Working with built-in dialog boxes and the Office Assistant

Communicating with the user
Using built-in dialog boxes and the Office Assistant in Excel
Using built-in dialog boxes and the Office Assistant in Word
Using the built-in dialog boxes and the Office Assistant in Access

Working with custom dialog boxes

Creating custom dialog boxes
Using custom dialog boxes in Excel
Using custom dialog boxes in Word
Using custom dialog boxes in Access

Working with option button, check box, and list box controls

Discussing the dialog box controls
Using the option button, check box, and list box controls in Excel
Using the option button, check box, and list box controls in Word
Using the option button, check box, and list box

Automation

Understanding the Automation process
Using Automation in Excel
Using Automation in Word
Using Automation in Access

Advanced Automation and error trapping

Discussing Automation and error trapping
Using Automation and error trapping in Excel
Using Automation and error trapping in Word
Using Automation and error trapping in Access