

# VBA Introduction - Core Skills

## Outline

2 days

This course can be delivered for any Microsoft Office product and gives a good broad introduction to VBA. These skills can be used within Excel, Access, Word, Visio, Project and Outlook. At the end of this course delegates will be able to develop applications in their chosen product.

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### Introduction

- Recording VBA
- Buttons to Run Macros
- Macro Security

### Visual Basic Editor

- Overview of Menus and Toolbars
- Project Explorer
- Local, Immediate and Watch Windows
- Short cuts
- Object explorer
- Addins to the Editor

### Programming Basics

- Objects, Properties and Methods
- Comments
- Code Layout
- Location of Code
- Subs, Functions and Events

### Object Models

- Object Explorer
- Using Help
- Excel Object Model
- Access Object Model
- Libraries and References

### Ribbons (2007 only)

- Using Custom UI Editor
- Adding New Ribbons
- Adding Groups and Buttons

### Programming Structures

- Sub and Function Statements
- Decision Code
  - If Statement
  - Select Case Statement
- Loops
  - Do Loop
  - For Loop
  - For Each Loop
- With Statement
- MsgBox and Inputbox

### Variables

- Naming Variables
- Types of Variables
- Using Parameters
- Variable Lifetime and Scope

### User-Defined Forms

- Basic Form Design
- Form Handling and Events

### Error Handling

- Trapping Errors
- Err Object
- Debugging Techniques

### Development Process

- Modular Code
- Flow Control
- Test Plans
- Gold Plating

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## Prerequisites

This course requires a good understanding of Office Products. It does not assume any previous knowledge of programming. According to the audience's abilities and requirements the course will be tailored at the trainer's discretion.

**Note** – This course outline is for any Office product version 97 to 2007.