



4D Training

## Excel VBA Level 1

### Who would benefit?

This course is designed for experienced users who wish to learn the fundamentals of automating/coding Excel.

### Objective

Learn how to write and edit macros that will save you much time and help prevent user error.

### Content

- Recording macros in the personal macro workbook v standard workbooks
- Controlling how a macro is run by using a keyboard shortcut or command button
- Understand relative/absolute referencing mode when recording
- Editing the code in the Visual Basic Editor
- Understanding terminology and features:
  - Break points
  - Comments
  - Wrap text
  - Properties window
  - Project Explorer
- Writing code for objects, properties and methods (named and positional arguments)
- Using the With statement
- Coding to select ranges of different sizes
- Creating message boxes and input boxes to interact with the user
- Control structures
  - If...Then...Else statement
  - Select Case
- Variables
  - Declaring variables
  - Understanding the different variable types
- Loops and sub-routines
  - For...Next
  - Do...Until

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Excel Advanced