

MS Excel 2016 VBA Programming

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Address
PO Box 25334
Monument Park
0105
South Africa

Head Office & Training
1001 Clifton Avenue
Lyttelton Manor
Centurion
South Africa

Tel: 0861-11-1680
Fax: 0866-838-922
e-mail: sales@acctech.biz
Web: www.acctech.biz



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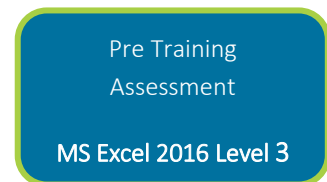
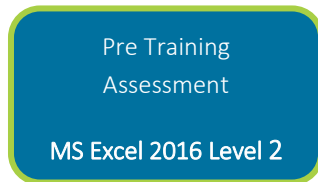
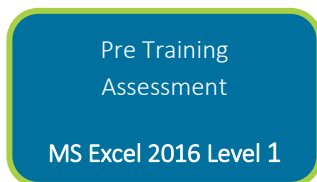
Accelerating quality skills towards an information savvy society

A. Course Outlines



1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.



2. MS Excel 2016 VBA Programming

Course description

Create automated spreadsheets for all those repetitive tasks, simplify complex tasks that need to be performed on a regular basis. Users will learn how to record and run macros, edit the VBA code, build in loops structures and create custom forms. We also cover error handling and event procedures. The Excel 2016 VBA Programming course is a programming course not an Excel course.

Course duration

This course is scheduled for three (3) days from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.



Course pre-requisites

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that students have completed the following courses or have equivalent experience:

Windows 7: Basic, Windows Vista: Basic; or Windows XP: Basic

Excel 2016: Advanced/Level 3

Students should have a fair understanding of the basics of data storage and management. Tables, records and fields.

Documentation

The following documentation is included with the course

- MS Excel 2016 VBA Programming user guide
- Certificate of attendance

Who should attend?

The target student for this course should be familiar with MS Excel 2016 and the process of creating macros. Students will get the most out of this course if their goal is to become proficient in using Visual Basic for Applications (VBA) to create procedures for controlling the behaviour and appearance of an Excel worksheet; create procedures that run in response to specific events; create user forms to accept or display data; validate the data entry in user forms; and debug and handle errors in code.

After attending you will be able to

- Use VBA terminology and start Visual Basic Editor (VBE), save workbooks in a macro-enabled file format, work with object properties and methods, attaché code to events and buttons, and use the Object Browser to get information about objects
- Use variables with various data types, manipulate data by using expressions, get input from the user, declare and use variables with the correct scope, declare and use procedures with the correct scope, create Sub and Function procedures, and call one procedure from another.
- Use decision structures to create procedures that execute code based on specific conditions, and use loop structures to execute specific code repeatedly.
- Add a user form to your project and add controls to the user form, handle events attached to controls in a user form, and validate the data entry in the controls.
- Identify compile-time, runtime, and logical errors in code, use the debugging tools, and write error-handling code to trap errors.

Topics covered

Module 1 What is VBA?

- Understanding VBA and Visual Basic
- What is Object Orientated Programming
- Macros and VBA

Module 2 Macros

- Using Macros
- Recording Macros
- Running Macros
- Adding Macro Buttons to the Toolbar
- Update Records
- Run a Report



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Module 3 The Visual Basic Editor

- VBE Environment
- The Project Explorer
- The Properties Window
- The Structure of Visual Basic Code
- Viewing the Code Created by Macros

Module 4 Creating Subroutines

- Creating Code
- Working with Excel's Objects
- Using Methods
- Using Object Properties

Module 5 Decision Making

- Using IF Statements
- Using Else and Elself Statements
- Using Select Case Statements

Module 6 Loops

- Using Loops to Repeat Code
- Do Loop
- For Next Loops

Module 7 Reviewing Your Code

- Runtime Errors
- Compile Errors
- Testing Your Code
- Debugging Code
- Using Error Handlers

Module 8 Functions

- Creating Functions
- Referencing Functions
- Using Functions in Excel

Module 9 User Forms

- Creating User Forms
- The Properties Window
- Adding Components to a Form
- Using a Naming Convention
- Adding Code to a Form



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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