**Microsoft Excel Macros and Introduction to VBA Level 1 – Online Training**

Duration: **1 Day -** 3 hours x 2 modules

who is it for:This course is aimed at at existing users of Excel who have a strong working knowledge of Excel and who wish to automate Excel tasks. Topics will be demonstrated by the trainer and attendees will be given practice examples(s).

Assumed Knowledge:A strong knowledge of Excel is required –attendance on our Advanced course is highly recommended before embarking on this course.

what is it about:This course will not only cover recording Macros but introduce attendees to the Excel VBA (Visual Basic for Applications) project window and enable them to write and edit programming code. At the end you will have been shown and practiced:

* Recording Macros
* Understanding the VBA Project Window
* Editing Procedure Code
* Creating code using Flexible Ranges
* Simple error trapping

Some topics are specific to a version therefore will only be included for the relevant version

**Excel Macros and VBA - Online Training module 1 (3 hours)**

* What is a Macro and how are they used
* Recording Macros
	+ Several recording examples will be covered at this stage
* Running macros, Assigning Macros to menu, toolbar icons, "Shortcut keys" and inserting macro buttons

**15 minute break**

* Visual Basic concepts and background
* Reading Visual Basic Code - Comments, Keywords, Collections, Objects, Properties and Methods
* Editing some of macros recorded earlier

**Excel Macros and VBA - Online Training module 2 (3 hours)**

* Modules and Procedures - writing your own code
	+ Several examples of writing code are included here
* Creating message boxes

**15 minute break**

* Defining and Using Variables
	+ Several examples of working with variables are included here
* Input boxes to prompt for information.
* Testing and Debugging - types of errors, using the debug tools
	+ Using Break Mode
	+ BreakPoint.