



MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group – Visual Basic for applications three day Course

This is a three day course which will provide the delegate with essential skills so that they can improve their Visual Basic for applications knowledge. The delegate receives a manual and an attendance certificate.



This comprehensive Visual Basic for applications course builds on the grounding which was learnt in our Excel Advanced courses. The Visual Basic for applications course will correctly show delegates how it is implemented in the Microsoft Office Suite.

On completion the delegates will be in the top 5% of Visual Basic for Applications users in Southern Africa.

When to Use VBA and Why

There are three principal reasons to consider VBA programming in Office.

Automation & Repetition

VBA is effective and efficient when it comes to repetitive solutions to formatting or correction problems. For example, have you ever changed the style of the paragraph at the top of each page in Word? Have you ever had to reformat multiple tables that were pasted from Excel into a Word document or an Outlook e-mail? Have you ever had to make the same change in multiple Outlook contacts?

If you have a change that you have to make more than ten or twenty times, it may be worth automating it with VBA. If it is a change that you have to do hundreds of times, it certainly is worth considering. Almost any formatting or editing change that you can do by hand, can be done in VBA.

Extensions to User Interaction

There are times when you want to encourage or compel users to interact with the Office application or document in a particular way that is not part of the standard application. For example, you might want to prompt users to take some particular action when they open, save, or print a document.

Interaction between Office Applications

Do you need to copy all of your contacts from Outlook to Word and then format them in some particular way? Or, do you need to move data from Excel to a set of PowerPoint slides? Sometimes simple copy and paste does not do what you want it to do, or it is too slow. You can use VBA programming to interact with the details of two or more Office applications at the same time and then modify the content in one application based on the content in another.

Doing Things another Way

VBA programming is a powerful solution, but it is not always the optimal approach. Sometimes it makes sense to use other ways to achieve your aims.

The critical question to ask is whether there is an easier way. Before you begin a VBA project, consider the built-in tools and standard functionalities. For example, if you have a time-consuming editing or layout task, consider using styles or accelerator keys to solve the problem. Can you perform the task once and then use CTRL+Y (Redo) to repeat it? Can you create a new document with the correct format or template, and then copy the content into that new document?

Office applications are powerful; the solution that you need may already be there. Take some time to learn more about Office before you jump into programming.

Before you begin a VBA project, ensure that you have the time to work with VBA. Programming requires focus and can be unpredictable. Especially as a beginner, never turn to programming unless you have time to work carefully. Trying to write a "quick script" to solve a problem when a deadline looms can result in a very stressful situation. If you are in a rush, you might want to use conventional methods, even if they are monotonous and repetitive. © <https://docs.microsoft.com/en-us/office/vba/library-reference/concepts/getting-started-with-vba-in-office>

This is an intense three day course, 09h00 to 15h30, which will provide the delegate with VBA skills that are required to AUTOMATE, INTERACT & DO THINGS ANOTHER WAY in the workplace. This course is a must for Executives or those who are ambitious.

Visual Basic for applications three DAY COURSE

Johannesburg, Cape Town and Durban dates on request. Onsite training dates are flexible. Minimum of four delegates attending simultaneously. T&C's apply.

Not your area? Please contact Arnold 083 778 4903 for a quotation.

R 9995 ex vat, including teas, light lunch, manuals and an electronic certificate. Group pricing is available.

Book now!

Others have taken advantage of this offer, so why not you?

This course will prepare the delegate for even more advanced Excel 2016 courses. The delegate receives an Visual Basic for applications manual and an electronic attendance certificate on completion of the Visual Basic for applications course.

Contact Arnold + 27 083 778 4903 or email sales@collegeafricagroup.com

Course Objectives

COURSE OBJECTIVES

By the end of this course you will be able to

- Accurately record a macro using the Record macro feature, without referring to notes.
- Correctly edit a macro to make it more efficient, referring to notes if necessary.
- Briefly describe the difference between macro storage locations.
- Briefly describe what an object's Properties, Methods and Events mean.
- Accurately navigate an object hierarchy, without reference to notes.
- Briefly describe how *Application*, *Workbooks*, *Worksheets*, and *Range* objects are related.
- Correctly edit a workbook's VBA code as specified, referring to notes if necessary.
- Correctly create variables for use within VBA code without reference to notes.
- Briefly describe the difference between procedure-level variable, module level-variables and public variables.
- Briefly describe the different Boolean operators without reference to notes.
- Correctly use If..Else, and Select Case constructs, referring to notes if necessary.
- Correctly repeat blocks of code using looping structures, referring to notes if necessary.
- Briefly describe the difference between a sub procedure and a function procedure.
- Correctly create VBA code that uses a sub procedure, referring to notes if necessary.
- Correctly create VBA code that uses a message box and input box to interact with the user, referring to notes if necessary.

- Correctly create a specified customised dialog box to interact with a user, referring to notes if necessary.
- Correctly add an ActiveX control to a worksheet, without reference to notes.
- Briefly describe the difference between the *Resume*, *Resume Next* and *Resume Label* statements.
- Create VBA code that correctly traps specified errors, referring to notes if necessary.

Pre-requisites

A good understanding of Microsoft Excel 2016 is required, or attendance on our Famous Executive Excel advanced user course.

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Not your area? Please contact Arnold 083 778 4903 for a quotation.

Book now!

Others have taken advantage of this offer, so why not you?

This course will prepare the delegate for even more advanced Excel and PowerPivot courses. The delegate receives a manual and an electronic attendance certificate on completion of the course.

Contact Arnold + 27 083 778 4903 or email sales@collegeafricagroup.com

Contact

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ABOUT THE AUTHORS AND SENIOR FACILITATORS

ARNOLD MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Economics (UNISA). He also obtained a First Class pass with Institute of Marketing Management (IMM). He has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and Managing Director. Arnold began using spreadsheets in the 1980's when Microsoft Office was being introduced into the workplace and has been a continuous and progressive user of MS office and related programmes for the past 20 years. He has been involved with training since 2003 and is the Managing Director and co-owner of College Africa Group, a national training company in Southern Africa.

You can learn more about Arnold at www.arnoldmuscat.co.za and Facebook and LinkedIn.

JENNY MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Industrial Psychology. She also obtained a Diploma in Public Relations and in Real Estate. She has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa.

She joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in Southern Africa.

You can learn more about Jenny at www.jennymuscat.co.za