



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Visual Basic for Applications — Excel Automation & Macros

The same spreadsheet steps are repeated every day, by hand, with the same risk of mistakes

Three-day practical course

Duration: Three days | **Level:** Specialist | **Delivery:** Onsite or virtual

The business problem

Many teams spend hours every week on the same Excel routines: formatting imports, copying data between sheets, building the same reports and checking the same totals.

Each manual step takes time and introduces errors, and the knowledge sits with one person who "knows how it works".

You need this course if...

- Staff repeat the same formatting, copying and reporting steps every week
- Recorded macros break and nobody can fix them
- You have workbooks with VBA code that nobody understands
- Processes run across Excel and other Microsoft Office applications
- You want staff who can build and maintain their own automation

How this course solves it

This practical three-day course is for experienced Excel users who want to move beyond manual spreadsheet processes and learn to create, edit and control automation using macros and VBA code.

Delegates progress from recording and editing macros to the Excel object model, variables, decisions, loops, procedures, user interaction, ActiveX controls and error handling.

The emphasis is practical: identify repetitive work, understand the process, automate appropriate steps and test the result carefully.

Who should attend?

- Experienced Excel users in finance, accounting and reporting
- Administration, HR, operations and analysis staff with repetitive spreadsheet tasks
- Staff who need to develop or maintain Excel automation

Prerequisites: comfortable with formulas, worksheets, ranges and business data. Advanced Excel training or equivalent practical experience is recommended; a specific CAG Advanced Excel course is not compulsory.

Course content

1. Record and Edit Macros

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- Recording a macro accurately
- Editing a recorded macro
- Macro storage locations

2. VBA Objects, Properties, Methods and Events

- Objects, properties, methods and events
- Navigating the object hierarchy
- How Application, Workbooks, Worksheets and Range relate

3. Work with Workbook VBA Code

- Editing a workbook's VBA code
- Creating variables
- Procedure-level, module-level and public variables

4. Logic and Boolean Operators

- Boolean operators
- If...Else constructs
- Select Case constructs

5. Looping Structures

- Repeating blocks of code
- Applying loops across items, ranges and records

6. Procedures and Functions

- Sub procedures vs function procedures
- Writing code that uses a sub procedure

7. Interact with the User

- Message boxes and input boxes
- Customised dialog boxes
- ActiveX controls on a worksheet

8. Handle Errors in VBA Code

- Resume, Resume Next and Resume Label
- Trapping specified errors

9. Use VBA Across Microsoft Office

- Interacting with Excel and other Office applications
- Recognising cross-application automation opportunities

10. Apply VBA to Workplace Automation

- Identifying tasks suitable for automation
- When VBA is appropriate and when built-in Excel is simpler
- Testing and validating automation before operational use

Training or automation consulting?

Choose training when your employees need to understand, develop or maintain VBA solutions themselves. Where the main need is to automate, repair or improve an existing workbook or reporting process, College Africa Group also provides Excel consulting and VBA automation services.

After the course

Delegates will be able to:

- Record and edit Excel macros
- Navigate the VBA object model and key Excel objects
- Create and use variables
- Apply Boolean logic, If...Else and Select Case
- Use loops to repeat code
- Create and work with sub procedures
- Use message boxes, input boxes and custom dialog boxes
- Add ActiveX controls to worksheets
- Apply basic error handling
- Recognise practical Excel and Office automation opportunities

Training format

Duration: Three days, normally 09h00 to approximately 15h30 each day

Delivery: Onsite instructor-led training or live virtual instructor-led training using Microsoft Teams

Practical method: See it → Understand it → Practise it → Apply it → Check it

Materials: Course manual and electronic Certificate of Attendance

Related courses

Part 1 — Advanced Excel: Formulas, Data & Reporting

Calculate, analyse and report. Build reliable formulas, work more effectively with business data and turn larger datasets into useful information. [View course](#)

Excel Consulting Services

Automation, repair and redesign of existing workbooks and reporting processes. [View course](#)

Power Query — Data Preparation & Reporting Automation

For users who repeatedly import, clean, restructure or combine the same data every reporting cycle and need a repeatable process.

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/vba-training/ | [What our clients say about us](#)

Regards

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