

Course duration

- 5 days

Course Benefits

- Understand how the Visual Basic editor works in different Microsoft Office applications.
- Learn to work with the VBA object model.
- Learn to work with VBA object variables.
- Learn to work with string variables.
- Learn to work with date variables.
- Learn to work with numeric variables.
- Learn to use the selection structure.
- Learn to use the Select Case statement and the MsgBox function.
- Learn to work with the repetition structure.
- Learn to work with built-in dialog boxes.
- Learn to create custom dialog boxes.
- Learn to work with option button, check box, and list box controls.
- Learn to use Automation.
- Learn to trap errors.

Course Outline

1. Introducing the Visual Basic Editor
 1. Using the Visual Basic Editor
 2. Using the Visual Basic Editor in Excel
 3. Using the Visual Basic Editor in Word
 4. Using the Visual Basic Editor in Access
2. Working with the Object Model
 1. Using the Object Model
 2. Using the Object Model in Excel
 3. Using the Object Model in Word
 4. Using the Object Model in Access
3. Working with the object variables
 1. Using object variables
 2. Creating and using object variables in Excel
 3. Creating and using object variables in Word
 4. Creating and using object variables in Access
4. Working with string variables
 1. Using string variables
 2. Using string variables in Excel
 3. Using string variables in Word

4. Using string variables in Access
5. Working with date variables
 1. Discussing date variables
 2. Using date variables in Excel
 3. Using date variables in Word
 4. Using date variables in Access
6. Working with numeric variables
 1. Discussing numeric variables
 2. Using numeric variables in Excel
 3. Using numeric variables in Word
 4. Using numeric variables in Access
7. Using the selection structure
 1. Discussing the selection structure
 2. Using the selection structure in Excel
 3. Using the selection structure in Word
 4. Using the selection structure in Access
1. Using the Select Case Statement and the MsgBox Function
 1. Understanding Select Case Statement and MsgBox Function
 2. Using the Select Case Statement and the MsgBox Function in Excel
 3. Using the Select Case Statement and the MsgBox Function in Word
 4. Using the Select Case Statement and the MsgBox Function in Access
2. Working with the Repetition Structure and the With Statement
 1. Understanding the Repetition Structure and the With Statement
 2. Using the Repetition Structure and the With Statement in Excel
 3. Using the Repetition Structure and the With Statement in Word
 4. Using the Repetition Structure and the With Statement in Access
3. Advanced Repetition Structure and String Functions
 1. Using the String Repetition Structure and String Functions
 2. Using the String Repetition Structure and String Functions in Excel
 3. Using the String Repetition Structure and string Functions in Word
 4. Using the String Repetition Structure and String Functions in Access
4. Working with Custom Dialog Boxes
 1. Creating Custom Dialog Boxes
 2. Using Custom Dialog Boxes in Excel
 3. Using the Custom Dialog Boxes in Word
 4. Using the Custom Dialog Boxes in Access
5. Working with Option Button, Check Box, and List Box Controls
 1. Discussing the Dialog Box Controls
 2. Using the Option Button, Check Box, and List Box Controls in Excel
 3. Using the Option Button, Check Box, and List Box Controls in Word
 4. Using the Option Button, Check Box, and List Box Controls in Access
6. Automation
 1. Understanding the Automation Process
 2. Using Automation in Excel
 3. Using Automation in Word
 4. Using Automation in Access

7. Advanced Automation and Error Trapping
 1. Discussing Automation and Error Trapping
 2. Using Automation and Error Trapping in Excel
 3. Using Automation and Error Trapping in Word
 4. Using Automation and Error Trapping in Access

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this VBA class:

- Expertise in Microsoft Word, Excel and Access