

Course duration

- 3 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.

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

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