



Visual Basic for Applications is a great way to expand your skills in the Microsoft Office packages. The Office packages can be enhanced using VBA code to project their use beyond the standard office commands. VBA provides the opportunity to allow unlimited functionality in any of your databases, documents or spreadsheets.

Visual Basic has many new and improved features that make it a powerful object-oriented programming language, including inheritance, interfaces, and overloading.

Microsoft VBA: Word

Course Title: Programming in Word | Duration: 1 Day | Level: Introduction | Code: ITD00

This course builds on the subjects discussed in the previous levels of Word. Starting with an introduction to the VB Environment, participants will be guided through the controls and functions available. By the end of the course the participants will be able to make user forms that simplify the data entry process for users whilst restricting the potential for data errors.

Microsoft VBA: Excel Part 1

Course Title: Programming in Excel | Duration: 1 Day | Level: Introduction Part 1 | Code: ITD01

This course builds on the subjects discussed in the previous levels of Excel. We have split this course into two separate days to enable participants to get the most out of their training.

Microsoft VBA: Excel Part 2

Course Title: Programming in Excel | Duration: 1 Day | Level: Introduction Part 2 | Code: ITD02

Following on from the Part 1 course.

Microsoft VBA: Access

Course Title: Programming in Access | Duration: 1 Day | Level: Introduction | Code: ITD03

This course builds on the subjects discussed in the previous levels of Access. We will give you the required knowledge understand objects, use expressions, variables, and intrinsic functions and learn debugging codes and handling errors.

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





Microsoft VBA: Programming in Word

Course Code: ITD00 | Duration: 1 Day | Level: Introduction

Course Description:

This course builds on the subjects discussed in the previous levels of Word. Starting with an introduction to the VB Environment, participants will be guided through the controls and functions available. By the end of the course the participants will be able to make user forms that simplify the data entry process for users whilst restricting the potential for data errors.

Course Requirements:

The delegate needs to understand the advanced features within Word which will allow them to understand how to bend the rules in VBA.

Course Content:

- Visual Basic Environment Introduction
- Visual Basic Controls (Events / Properties / Text / Methods / Forms / Focus)
- Visual Basic Definitions (General / Event / Function / Sub Procedures And Modules)
- Creating Forms (Create Your Document Wizards / Auto Fill Documents)
- Using Variables (Text Handling / Property / Functions / Strings / Variants)
- Conditions and Loops (IF Statement / Loops)
- Error Handling (Message Boxes / Debugging)
- Dialog Control Boxes Within Code (Print Menu / Format / File Open / File Save)
- Word Document Handling In Code (Auto Open / Creating Menus / Document Navigation)

Follow On Courses:



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- This training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Microsoft VBA: Excel Part 1

Microsoft VBA: Programming in Excel Part 1

Course Code: ITD01 | Duration: 1 Day | Level: Introduction

Course Description:

This course builds on the subjects discussed in the previous levels of Excel. We have split this course into two separate days to enable participants to get the most out of their training.

Course Requirements:

The delegate needs to understand the advanced features within Excel which will allow them to understand how to bend the rules in VBA.

Course Content:

- Visual Basic Environment Introduction
- Visual Basic Controls (Events / Properties / Text / Methods / Forms / Focus)
- Visual Basic Definitions (General / Event / Function / Sub Procedures And Modules)
- Creating Forms (Create Your Spreadsheet Wizards / Auto Fill Spreadsheet)
- Using Variables (Text Handling / Property / Functions / Strings / Variants)

Follow On Courses:

Microsoft VBA: Word
Microsoft VBA: Excel Part 2
Microsoft VBA: Access

Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- This training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Microsoft VBA: Programming in Excel Part 2

Course Code: ITD02 | Duration: 1 Day | Level: Introduction

Course Description:

This course builds on the subjects discussed in the previous levels of Excel. We have split this course into two separate days to enable participants to get the most out of their training.

Course Requirements:

The delegate needs to understand the advanced features within Excel which will allow them to understand how to bend the rules in VBA.

Course Content:

- Conditions And Loops (IF Statement / Loops)
- Error Handling (Message Boxes / Debugging)
- Dialog Control Boxes Within Code (Print Menu / Format / File Open / File Save)
- Excel Document Handling In Code (Auto Open / Creating Menus / Document Navigation)
- Controlling Cells With Code

Follow On Courses:



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- This training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Microsoft VBA: Programming in Access

Course Code: ITD03 | Duration: 1 Day | Level: Introduction

Course Description:

This course builds on the subjects discussed in the previous levels of Access. We will give you the required knowledge understand objects, use expressions, variables, and intrinsic functions and learn debugging codes and handling errors.

Course Requirements:

The delegate needs to understand the advanced features within Access which will allow them to understand how to bend the rules in VBA.

Course Content

- Visual Basic Environment Introduction
- Visual Basic Controls (Events / Properties / Text / Methods / Forms / Focus)
- Visual Basic Definitions (General / Event / Function / Sub Procedures And Modules)
- Controlling Access Forms (Control Form Components / Forms Come To Life)
- Using Variables (Text Handling / Property / Functions / Strings / Variants)
- Conditions And Loops (IF Statement / Loops)
- Error Handling (Message Boxes / Debugging)
- Dialog Control Boxes Within Code (Print Menu / Format / File Open / File Save)
- Differences Between VB And Macros
- External Application Links (Linking To Word / Linking To Excel / Linking To Outlook)
- Updating Data (Edit, Sort & Filter Records In Code / Ado And Doa Controls)

Follow On Courses:



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- This training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

