

# Using VBA in Excel for reporting and data analysis automation



## Training recipients

The training is intended for the people who would like to be acquainted with the basics of developing Visual Basic for Application in Microsoft Excel application.



## Benefits

- After two days you will know basic concepts such as variable, loop, object.
- You will learn grammar and syntax, it will be easier for you to understand ready-made macros.
- You will be able to record a macro and modify it.
- Create simple cell-based automations.

However, this is only the first step, but you will already know what these are all about. If you want to go further, on the VBA02 course you will be able to continue your learning and further delve into the world of VBA in Excel.



## Training program

1. Introduction to VBA
  - Configuring the working environment of Microsoft Excel developer
  - Basic protection rules – the level of securities
  - Main elements of VBA editor window
  - VBA object names – name conflict prevention
  - Working with direct instruction window (Immediate)
2. Recording macros
  - The rules of creating macros with the use of recording

- What is the oversized code
- Ways to launch macros
- Editing macros
- 3. The basics of Visual Basic for Applications
  - Defining the terms such as: object, attribute, method, reason, collection.
  - The rules of creating procedures
  - Variables – definition and their features
  - The range of variables, procedures and functions
  - Executing, interrupting and tracking the application performance
- 4. Application process navigation
  - Conditional constructions
    - IF
    - Select Case
  - Loops
    - For
    - Do (While)
    - ForEach
- 5. Functions in Microsoft Excel
  - Creating your own functions
  - Using in-built VBA functions while creating your own ones.
  - The use of Excel worksheet functions in VBA code
- 6. Manipulating Microsoft Excel objects from VBA level
  - Examples of using the most important Microsoft Excel object – the Range object (operations on cells and data scopes)
  - Introduction to creating your own applications



## Expected preparation of the participant

A good knowledge of MS Excel environment.

Training method:

- Lecture + workshops



## Czas trwania

2 dni / 14 godzin

## Language

- Training: English