

# Visual Basic for Applications (VBA)

Prerequisites: Day-to-Day use of Microsoft Office (with emphasize in Word and Excel)

Want to Get More From Microsoft Office? Use VBA to Customize It!

Learn to use VBA programming to customize and improve Microsoft Office. This course will demonstrate general techniques, as well as specific procedures for Word, Excel, PowerPoint, Access, and Outlook. This course covers the Office 2003 applications, but you can use it to program Office XP and Office 2000 as well.

## Course Description

- VBA is used for writing macros, automating Office applications, and creating custom applications in Word, Excel, PowerPoint, Outlook, and Access
- Easily accessible by novice programmers, VBA is also powerful enough for IT professionals who need to create specialized business applications, generating wide interest
- Includes what everyone, from power users to system administrators and professional developers, needs to know

## Course Coverage

- Understanding what VBA is and what you can do with it
- Recording and editing macros in key Microsoft Office applications
- Creating and editing code using the Visual Basic Editor
- Finding the objects, properties, and methods you need for your code
- Using variables, constants, and arrays to store and manipulate data
- Creating fixed and indefinite loops to repeat actions
- Using conditions to decide between different courses of action
- Using message boxes, input boxes, and built-in dialog boxes to interact with the user
- Creating custom dialog boxes and coding their controls
- Building modular code for clarity and easy maintenance
- Testing, debugging, and improving your code

Automate Your Daily Work Using VBA

Add the Functionality You Need by Programming Word, Excel, PowerPoint, Outlook, and Access. Build Custom User Interfaces with User Forms, Menus, and Toolbars.



*To get more information or a schedule and enrollment application, please call us at (818) 957-0024.*