



## Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab <https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

## Delegate Pre-Requisites

Aimed at delegates with a high level of experience using Excel preferably having attended **Excel Beyond the Basics** course

All delegates should have a sound knowledge of building formulae using various functions but who require to further their skills by using more complex formulae building

## Course Duration

This is a One Day Course

## Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

## Corporate Courses

Virtual Classroom Corporate courses are available

## Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are modules that you can mix & match



Excel Education Track - Virtual Classroom

# Excel VBA The Basics

## Target Audience

This course is intended for people who have experience in using Excel and wish to exploit its programming capabilities to automate tasks and increase productivity and have used or created basic macros using the Macro Recorder or having attended the *Excel Beyond the Macro Recorder*

## The Content

### Introduction

- \* Creating and recording Macros
- \* The Developer ribbon
- \* Objects and object models
- \* Calling a Macro
- \* Using buttons and hotspots
- \* Security and trusted locations

### Conditionals

- \* IF, ELSE, ELSEIF
- \* Select Case

### Loops

- \* DO Loop
- \* FOR EACH

### Getting started with VBA

- \* The Visual Basic environment
- \* Adding a module
- \* Writing a Sub Procedure
- \* Calling the Macro Sub
- \* Introducing Variables
- \* Declaring Variables
- \* InputBox and MessageBox

### Referencing Cells and Objects

- \* Referring to cells in a worksheet
- \* Using Range
- \* Selections and ranges
- \* Using Cells
- \* Cell properties
- \* Cells and ranges within ranges
- \* Offset



Call us on 01527 836840



Our team will be happy to give you the options and pricing

Email [sales@fasttrackcomputertraining.co.uk](mailto:sales@fasttrackcomputertraining.co.uk) Website [www.fasttrackcomputertraining.co.uk](http://www.fasttrackcomputertraining.co.uk)