



MS Excel VBA Training Course Brochure

2 Day Practical Workshop



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The Right Fit.....For You

Repeating actions on workbooks or sheets? It may be possible to automate that work. Importing data, cleaning data, archiving existing information and similar activities are good candidates for automation in Excel.

Our one day **VBA Excel** course introduces proficient users of Microsoft Excel to **the fundamentals of Visual Basic programming for Applications (VBA)**, the macro language of Excel, providing the techniques needed for **automating and enhancing Excel spreadsheets with VBA programming.**

The course can be combined with the **Intermediate VBA for Excel** and the **Advanced VBA for Excel** course for a two-day to three-day training programme.

Using Excel VBA will **extend your knowledge of recorded Macros** and provide you with powerful skills to automate Excel. This course explains how and where Macros can be useful in Excel and **how to use Excel for as much of the "heavy lifting" as possible.**

This is a highly practical course and scenario based exercises and group discussions will be used throughout to allow learners to gain a **better understanding of how implementing VBA's** can affect all aspects of business.

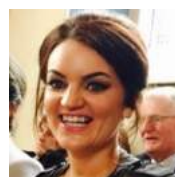
"I speak for all in saying that it was an excellent course. I found the course very interesting and beneficial both for my work and future career."

Marcin Cesarz, Lead Business Analyst, AIB



"We are all very happy with the training carried out last week & will definitely be in contact in the future"

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose Our VBA Excel Course

DCM Learning's Microsoft Excel VBA course introduces proficient users of Microsoft Excel to the fundamentals of Visual Basic programming for Applications (VBA), the macro language of Excel, providing the techniques needed for automating and enhancing Excel spreadsheets with VBA programming.

Specific reasons to choose this course:



Experienced: We have trained over 273 individuals successfully in Microsoft Excel VBA over the last two years.



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Experienced Training Team: Our trainers are Training Practitioners with years of industry experience as well as vast training experience.



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered our Microsoft Excel VBA programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





Microsoft Excel VBA Course Outline

COURSE OVERVIEW

This one day MS Excel VBA course introduces advanced Excel users to the process of writing and editing Macros in Excel. No prior programming experience is required. You will learn how to Record a Macro, Run a Macro, create a Standard Module, create a Sub Procedure, create a Function Procedure, create an Event Procedure and much more.

Upon completion of the course, you will have gained an introduction to the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations.

This is a highly practical course and scenario based exercises and group discussions will be used throughout to allow learners to gain a better understanding of how implementing VBA's can affect all aspects of business.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Use the macro recorder
- Understand the Visual Basic Editor
- Develop Procedures
- Manage the Flow of Control using control structures
- Debug procedures
- Understand the Excel Object Model

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Content

TOPIC 1: GETTING STARTED

- Introducing Visual Basic for Applications
- Displaying the Developer Tab in the Ribbon
- Recording a Macro
- Running a Macro
- Editing a Macro in the Visual Basic Editor
- Understanding the Development Environment
- Using Visual Basic Help
- Closing the Visual Basic Editor
- Understanding Macro Security

TOPIC 2: WORKING WITH PROCEDURES AND FUNCTIONS

- Understanding Modules
- Creating a Standard Module
- Understanding Procedures
- Creating a Sub Procedure
- Calling Procedures
- Using the Immediate Window to Call Procedures
- Creating a Function Procedure
- Naming Procedures
- Working with the Code Editor



Course Content

TOPIC 3: UNDERSTANDING OBJECTS

- Understanding Objects
- Navigating the Excel Object Hierarchy
- Understanding Collections
- Using the Object Browser
- Working with Properties
- Using the With Statement
- Working with Methods



Padraig O'Connor

Training Associate

Padraig is a highly experienced, knowledgeable, and highly accomplished training and coaching Professional. He has previously worked in the Telecommunications and Software Development Sectors fulfilling Senior Technical, Project Management and Line Management Roles in large multinational companies.

Padraig's training delivery approach is highly engaging and structured yet dynamic; affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

Padraig's areas of expertise include MS Excel at Introductory, Intermediate and Advanced, MS PowerPoint, Excel Financial Modelling, Prezi and Technical Writing.

Some of Padraig's qualifications and affiliations include:

- B. Eng (Hons) In Electronic Engineering (DCU)
- Dip in Business, Executive and Personal Coaching
- Advanced ECDL Expert
- Certified Scrum Master
- Holds memberships of Engineers Ireland, The British Psychological Society, Association for Coaching, The Teaching Council and The Scrum Alliance

"The feedback from the training on Monday was very good. Everyone thought Padraig was excellent and explained everything really well."

Niamh Phelan, HR Business Partner, Lionbridge

The Lionbridge logo consists of the word "Lionbridge" in a white, sans-serif font, centered within a solid orange square.



Inhouse Training, One Size Doesn't Fit All.

Does your team need VBA Excel training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

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- ✉ dublin@dcmlearning.ie
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CORK

- ☎ 021 2429691
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- 📍 Atrium Business Centre
Blackpool Business Park

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