

# VBA office automation e-learning channel

*Practical course - 1d - 07h29 - Ref. 8VB*

*Price : 190 € E.T.*

Are you ready to take your Excel skills to the next level? Want to go beyond standard features and maximize your productivity? This specialized channel on Excel VBA will help you use this powerful language to automate your everyday tasks. Get ready to revolutionize the way you work with Excel!

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Record macro commands.
- ✓ Get to grips with the VBA development environment.
- ✓ Use variables, test structures, loops and calls to parameterized sub-procedures.
- ✓ Use the Workbook and Range applications.
- ✓ Optimize generated code and professionalize the interface with custom dialog boxes.
- ✓ Set up error handlers.
- ✓ Design and program a pivot table.
- ✓ Fill in a results table.
- ✓ Use a Dictionary data structure.
- ✓ Export results to Excel file.
- ✓ Improve ergonomics with hypertext links.
- ✓ Know and use the advanced filter.
- ✓ Master class modules.
- ✓ Program pivot tables.
- ✓ Use the Advanced Filter to filter and extract data according to criteria.
- ✓ Design an elaborate form with filter criteria.

## Intended audience

Toute personne souhaitant apprendre à automatiser des tâches sous Excel.  
Programmeurs d'applications VBA Excel.

### PARTICIPANTS

Toute personne souhaitant apprendre à automatiser des tâches sous Excel.

Programmeurs d'applications VBA Excel.

### PREREQUISITES

Knowledge of Excel VBA programming.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## Prerequisites

Knowledge of Excel VBA programming.

## Practical details

### Digital activities

IT structure: recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

## Course schedule

### 1 Macros and VBA language, learn how to automate tasks in Excel

- Macros in Excel.
- The basics of VBA programming.
- Complementary programming tools.
- Use objects with VBA.
- Enhance an application.

### 2 VBA for Excel, process your data with pivot tables

- Prepare data.
- Get the results.
- Exploit the results.
- Improve ergonomics.

### 3 VBA Excel, automate complex data processing with Advanced Filtering

- Introduction.
- Prepare data.
- Extract activities.
- Export activities.
- Filter columns.
- Improve ergonomics.
- Conclusion.

## Options

Certification : 100 € HT

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.