United States Department of Labor
MSHA
Mine Safety and Health Administration

2 New, Open Courses

Coming this Fall

See what the buzz is about inside!

Introduction to Visual Basic for Applications (VBA)

VBA is an implementation of Microsoft's event-driven programming language VB6 and is built into most Microsoft Office (Excel, Word, PowerPoint, Access, and OutLook) as well as other Microsoft (MapPoint and Visio) and third party (most AutoCad versions, WordPerfect, ArcGIS, Surfer, etc.) applications. It can be used to control many aspects of the host application, including manipulating user interface features, such as menus and toolbars, and working with custom user forms or dialog boxes and data. VBA can also be used to automatically manipulate data, and create, import and export files in various formats.

As its name suggests, VBA is closely related to the Visual Basic programming language as it uses the Visual Basic Runtime Library and can be used to control one application from another. This course will concentrate on using VBA inside Microsoft Excel; however, the basic techniques learned are applicable to any VBA supported application.

This course requires basic computer skills and a basic knowledge of Microsoft Excel. Programming experience is not required.

Contents:
‣ VBA Editor
‣ Data Types
‣ Variables
‣ Arrays
‣ Arithmetic operations
‣ Controlling program flow
‣ Excel VBA object
‣ VBA controls
‣ String, Date/Time functions
‣ Reading/writing data in a text file

Technical Coordinator: Paul Hollar
Course Length: 2 days
Tuition: $168.00
Dates: October 16-17, 2012

Intermediate Visual Basic for Applications (VBA)

This course is a continuation of the Introduction to VBA course with more in-depth exposure to VBA capabilities, with continued concentration in Microsoft Excel. VBA will be used to access Microsoft Access databases data and manipulate it in Excel. Basic automated Chart creation and data manipulation will be presented. VBA capabilities in Microsoft Outlook will be demonstrated.

The student should contact the instructor before class about specific issues/problems for which they would like assistance during class.

A short time will be devoted to the similarities and use of VB Scripting to completely automate certain tasks.

This course requires knowledge of the topics covered in the Introduction to VBA course.

Contents:
‣ Recording Macros
‣ Auto_Start Macros
‣ MS Access and SQL data manipulation inside Excel
‣ Changing cell font/color/etc.
‣ Automating border creation
‣ Automating Chart creation
‣ Arithmetic operations using variables
‣ Automating WorkBook and WorkSheet creation
‣ Complete automation using VB Script

Technical Coordinator: Paul Hollar
Course Length: 2 days
Tuition: $168.00
Dates: December 18-19, 2012