

## PowerPoint VBA Introduction - 2 days

### Prerequisites:

Knowledge of PowerPoint up to Advanced level. No prior knowledge of PowerPoint macros or Visual Basic for Applications (VBA) is required. If delegates already have such knowledge then the course could be suitably tailored to meet requirements, by concentrating on more advanced topics.

### Note:

This course is designed to concentrate on the programming aspects of PowerPoint, notably macros and Visual Basic for Applications (VBA).

### Exercises:

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Recording macros

- Avoiding the common problems
- Understanding the limitations
- How to run a Macro
- Customising toolbars
- Assigning shortcut key

### Editing recorded code

- Finding and reading the code
- Modules
- Comments
- Keywords
- Statements

### Functions

- Creating and using functions on worksheets and in VBA code

### Debugging

- How to respond to an error
- The debug window
- The watch window
- The immediate pane

### Looping

- For-Next loop
- Do-Loop
- Nested Loops

### Variables

- Using and declaring variables to store data

### Making decisions

- If statement
- Block-If statement
- Else-If
- Select-Case

### Objects and Collections

- Reviewing the PowerPoint Object Model
- The PowerPoint Application Object
- The Presentation Object
- The Shapes Object

### Important PowerPoint Events

- The Presentation New Event
- The Presentation Open Event
- The Presentation Save Event
- The Presentation Close Event
- The Presentation New Slide Event
- The Presentation Print Event
- The Presentation Slide Show Begin & End