



Microsoft

Excel 2013

VBA Programming



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Tired of consolidating data from multiple worksheets or workbooks for your weekly or monthly reports and having to work on frequent task that is either too time-consuming or too cumbersome to continue doing manually in Excel?

Why not consider using VBA to streamline your work. The good news is, you need not be a programmer to utilize or explore VBA. Just like Excel's intrinsic functions, many VBA commands are at your disposal and they are relatively easy to implement and customize for your everyday purposes. Anything you can do manually in Excel you can do with VBA and many things that Excel does not allow you to do manually, you can do with VBA. Furthermore, it provides you with a faster solution and minimises the risk of human error!

This 3-day Excel VBA programming course guides participants with minimal programming knowledge to simplify their work in the Excel 2013 environment by automating many of the recurring or repetitive tasks. In this course, participants will learn how to records macro more effectively and how to use Excel VBA to automate procedures. Explore how to simplify the workbook's look and feel for other users to use by creating customised form interface or create ActiveX controls on the worksheets.

This Course is For

Learners who have prior and good knowledge of Excel 2010 or Excel 2013 or for those who had attended our Microsoft Excel 2010/2013 Basic to Intermediate and Advanced course.

Public Sector: Division 1, 2 & 3
Private Sector: Applicable to All

Duration

3 Days (21 hours)

2019 Dates

May: 24,27,28 | Aug : 28-30 | Nov: 20-22
Jun : 26-28 | Oct : 23-25

Course Fee (after GST)

\$695.50

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0043813**



Refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam with more hands on on Improvised and up-to-date syllabus



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKEVX3** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Supported by:



SkillsConnect SDF Approved Course

Course Outline

Introduction to Macro

- Why use Macro
- Display Developer Tab
- Open Macro Enabled Workbook
- Customize Macro Security Setting
- Add Macro-Enabled to Trusted Location
- Record and Store Macro
- Edit/Run/Delete a Macro
- Assign Macro to Button Control
- Save Macro-Enabled Workbook
- VBE Environment
- Add/Remove a Module
- Export or Import Module

Working with Objects

- Object-Oriented Programming
- Common OPM
- With-End with Construct
- Object Browser

Exploring VBA

- Customising the VBE Environment
- Basic Syntax and terminology of VBA
- Built-in Function
- MsgBox Function

Variables and Data Types

- Option Explicit
- Variable Name
- Data Types
- Scope of Variable
- Declaring Variables
- Determining a Data Type
- String/Date/Static/Object Variable
- Arrays

Programming Constructors

- Making Decisions
- Select Case Constructs
- Looping Structure
- Do While Loops
- Do Until Loops
- For ...Next Loop
- Nested Loop
- For Each-Next Constructs

Procedures

- About Procedures
- Sub Procedures
- Call Procedure from another Procedure
- Passing Arguments to Procedures
- Function Procedures
- Create a Function Procedure
- Execute Function in a Worksheet
- Execute Function in a Procedure
- Using Optional Arguments

Error Handling

- Stop a Procedure
- Debugging Procedures
- Debug a Function Procedure
- Error-Handling Procedures
- Trapping Errors
- On Error Statement
- Err Object

Custom Dialog Forms and Events

- Excel's Built-In Dialog Boxes
- Display the Name of Ribbon Control
- Creating Forms
- Insert a New UserForm
- Add Controls to UserForm
- Modify Control's Properties
- Write Event-Handling Procedure
- Create a Sub Procedure
- Create a Form Control button

Course Track

