



Microsoft

# Excel 2016

## VBA Programming



A Division of GIL Consultancy Pte Ltd  
Building Foundations for Excellence

This 3-day Excel VBA programming course is designed for hard-core Excelers who use Excel 30 to 40 hours every week and wish to replace most of their mundane tasks in Excel with VBA (Visual Basic for Applications). In fact VBA provides you with a faster solution and minimises the risk of human error! And the good news is, you need not be a programmer to start. Anything you can do manually in Excel you can do with VBA faster and better.

In this course, participants will learn how to records macro more effectively and how to use Excel VBA to automate procedures that would otherwise be manual or repetitive. Participants will learn to create their own functions (UDF) other than those in Excel. Users with zero or minimal programming knowledge will be guided to code from scratch, introduce to the various components of VBA and the must know programming terminology and techniques.

You will also be exploring and learn about the difference between the versions of Excel and how these affect the programming of Excel objects.

### This Course is For

Learners who have prior and good knowledge of Excel 2007-2016 or for those who had attended our Microsoft Excel 2010-2016 Basic to Intermediate and Advanced course.

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

### Duration

3 Days (21 hours)

### 2019 Dates

Jan : 25,28,29    Jun : 26-28    Oct : 23-25  
May : 24,27,28    Aug : 28-30    Nov : 20-22

### 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-0043814**



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: **VTLOKEVX6** 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
- File Types which allow Macro
- How to Start
- Record and Store Macro
- Edit a Macro
- Run a Macro
- Delete Macro
- Save Macro-Enabled Workbook
- VBE Environment
- Add a Module
- 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
- Array and Array Function

### 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

