

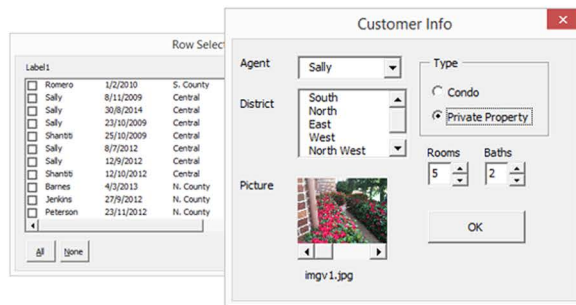
**Course Code:** VTLOKEVFX

**Duration:** 2 Days (14 Hours)

### Course Brief

This 2 day course is designed for participants with Excel VBA knowledge and are interested to explore the possibilities of creating customized dialog boxes or splash screens in Excel. Participants are introduced to useful controls such as Combo box, List box, Spin button, Option Button and many other controls in their form design to help them in their daily work.

The training is accomplished with examples and techniques to show participants how to trigger the controls with various event procedures and how to integrate the User Form with their Excel spreadsheets. Participants will also learn to implement ActiveX controls in Excel spreadsheet versus working with User Form controls.



Advantages of using design dialog box:

1. ensure data accuracy with checks and validations
2. limit the data input with controls such as combo box, spinner etc.
3. display picture in the dialog box
4. making application easier for user with little or no knowledge of Excel

### Course Outline

#### INTRODUCING VBA USERFORM

- Creating UserForm Template
- A UserForm Checklist
- Creating a Splash Screen

#### WORKING WITH VARIOUS USERFORM CONTROLS

- ListBox (Single, Multi or Extended)
- Combo
- RefEdit
- TextBox
- CommandButton
- SpinButton
- CheckBox
- OptionButton
- MultiPage Control

#### HOW TO CHANGE THE CONTROL PROPERTIES

- Design Time vs Run Time

#### UNDERSTANDING EVENTS

- Initialize, Activate a UserForm
- Deactive, Terminate a UserForm
- Mouse-Initiated Events
- Keyboard-Initiated Events

#### USING ACTIVE X CONTROLS ON EXCEL SPREADSHEET

- ListBox (Single, Multi or Extended)
- Combo
- SpinButton
- CheckBox
- OptionButton

### For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.

 Eligible for  
**PIC Scheme**


### This Course Is For

Learners who satisfy either (1) & (3) or (2) & (3):

- (1) Have prior and good knowledge of Excel 2007 / Excel 2010
- (2) Had attended our Microsoft Excel 2010 Basic to Intermediate and Advanced course
- (3) Had attended our Microsoft Excel 2010 VBA Programming course

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

### Course Fee

S\$481.50 after GST

### Related Courses

- Microsoft Excel 2010 VBA Programming
- Microsoft Access 2010 Basic to Int.

### Four Ways to Register

- 1) By e-mail/Fax  
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System  
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

### Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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