

# Microsoft Excel 2010

## VBA Programming

**Course Code:** VTLOKMEVX

**Duration:** 3 Days (21 Hours)

**SkillsConnect SDF** Approved Course

Eligible for: SkillsFuture Credit  
SDF Grant ▪ PIC Scheme



### Course Brief

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 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. Participants will create their own worksheet functions that Excel's built-in functions do not provide for. Explore how to simplify the workbook's look and feel for other users to use by creating customized form interface or create ActiveX controls on the worksheets.

### Course Outline

#### INTRODUCTION TO MACRO

- Record and Store Macro
- Security Setting
- Assign Macro to controls

#### VBA EDITOR

- Familiarize with VBA Environment
- VBA Editor Toolbars
- Different types of Windows
- Immediate Window

#### WORKING WITH DATABASE

- Data Forms
- Sorting and Filtering
- Subtotals and Table Feature
- Excel 2013 Power View Add-In

#### WORKING WITH OBJECTS AND BUILT-IN FUNCTIONS

- Object, Property and Method syntax
- Application, Workbook, Worksheet, Range Object
- Object Browser
- MsgBox and Input Box

#### VBA VARIABLES

- Variables and Data Type
- Static, Constants
- Object Variables
- Scope of VBA Variables

#### WORKING WITH SUB PROCEDURES AND FUNCTIONS

- Create Sub Procedures
- Create Function Procedures
- Passing Arguments to Procedures and Functions

#### CONDITIONS, BRANCHES AND LOOPING CONTROL

- If Statement
- Case Statement
- Do Loops
- For Loop and For Each Loop

#### DEBUGGING AND ERROR HANDLING

- Testing & Debugging Step-by-Step
- Break Point
- Trapping Errors

#### ACTIVEX CONTROLS IN WORKSHEET

- Combo and List
- Command Button
- Option button

#### USERFORMS AND EVENT PROCEDURES

- Design a Userform
- Insert Controls in the UserForm
- Activate Event Procedures

### This Course Is For

Learners who have prior and good knowledge of Excel 2007/2010 and especially suitable for students who had attended our Excel 2007/2010 Basic to Intermediate and Advance courses.

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

### Course Fee

S\$650.00 before GST  
S\$695.50 after GST

### Related Courses

- Microsoft Access 2013 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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### For Your Delight

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