

TIPS & TRICKS OF EXCEL

VBA AND MACROS

May 19 & 20, 2021
(Wednesday & Thursday)

| Time: 8.45am – 5.00pm |
| Venue: FMM Institute, Perak |

Excel is accompanied by Microsoft Visual Basic, a programming environment that allows you to use the Visual Basic Application (VBA) language to enhance your worksheets and automate processes to increase productivity.

This course shows how you can use a combination of Microsoft Excel and VBA to increase your productivity, adding power and flexibility to spreadsheets and improve user interaction.

Prerequisites

To have strong understanding in Excel operations and function, such as formatting, worksheet and cell controls, sorting, data filter, data validation, formulas setting, functions usage etc.

Target Group

This Excel Macro/VBA course is meant for those that use Microsoft Excel and are looking to become more efficient by automating their daily Excel tasks.

Methodology

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise

Objective

This learning experience is to provide participants with essential knowledge on:

- ≈ Excel MACROs and VBA Programming
- ≈ Manipulating Excel Objects
- ≈ Working with Excel VBA Functions

Learning Outcomes

At the end of course, participants should be able to:

- ≈ To use Visual Basic Application (VBA) language to automate daily tasks.
- ≈ Understand and apply VBA language commands in Excel
- ≈ Use VBA to control the internal calculation or formulas or data flow in the reports.
- ≈ Design custom user interfaces in Excel.
- ≈ Simplify and speed up the tasks using VBA/ Macro

For enquiry and registration:

Tel : 05-5488 660

Email : fmmperak@fmm.org.my

Course Contents

Getting Started

- ~ What is VBA?
- ~ Excel Security Settings and MACRO Files
- ~ The Developer Ribbon

MACROs

- ~ Recording and Running A Simple MACRO
- ~ Editing an Existing MACRO in the Visual Basic Editor
- ~ The New MACRO Enable File Type
- ~ Quick Tour of the Excel Visual Basic Editor
- ~ Watch A MACRO write your VBA

Procedures and Functions

- ~ What is a Module?
- ~ Creating a Sub Procedure Manually
- ~ How to call A Sub Procedure
- ~ Creating a Function Procedure
- ~ How to call A Function

Getting Started with VBA Programming

- ~ Using Comments within your VBA code
- ~ Declaring variables & Data types
- ~ The scope of A Variable
- ~ The Static Declaration & Variable Expiry
- ~ Constants instead of Variables
- ~ An Intrinsic Constant
- ~ String & Date Types Expanded
- ~ Excel VBA operators
- ~ Arrays & Multi-Dimensional Arrays
- ~ Dynamic Arrays

Manipulating Excel Objects

- ~ Referencing Cells using the Range Objects
- ~ The CELLS, OFFSET Property
- ~ The VALUE, TEXT Object of Ranges
- ~ A Number of Read only RANGE properties
- ~ The FONT Property & Colors
- ~ Formatting Numeric Values
- ~ Add Formulas to Cells through VBA Code
- ~ Common METHODS of the Range Object

Working with Excel VBA Functions

- ~ What is A Function?
- ~ Built in VBA Date Functions
- ~ Text Manipulation with VBA Functions
- ~ Determining file sizes using FILELEN
- ~ Using worksheet Excel Functions in VBA Code
- ~ User Defined Functions in Excel

Controlling Program Flow and Execution

- ~ Using GOTO and Labels
- ~ Controlling the program flow with IF THEN ELSE
- ~ Multiple criteria plus Nested Ifs
- ~ Adding ELSEIF to speed up Execution
- ~ SELECT CASE as an alternative to IF
- ~ The FOR NEXT Loop
- ~ FOR NEXT with a VBA Collection
- ~ DO WHILE Loop

Events

- ~ How to create an Event
- ~ Workbook Events – Open, Closing and Saving
- ~ Workbook Triggers – Activate and Deactivate
- ~ Worksheet Triggers – Activate and Deactivate
- ~ Other useful Worksheet Triggers
- ~ Using Applications Events

Interacting with Users through Forms

- ~ Using MSGBOX to interact with Users
- ~ Use INPUTBOX for accepting values from Users
- ~ Selecting A Range with the INPUT Box
- ~ An introduction to UserForms
- ~ Creating a UserForm
- ~ Using Command Buttons in Excel
- ~ Adding Option Buttons in A Frame
- ~ Adding the Code that makes the form work
- ~ Calling Your UserForm and Validating Content
- ~ UserForm Controls – The CheckBox, ListBox and/or Combo Box
- ~ Images on UserForms
- ~ Labels and Text Boxes
- ~ Multiple Tabs on A UserForm

Trainer

Ms Karen Cheah an MBA holder majoring in Computer Studies. She has more than 12 years experience in training corporate staff. She is also an expert in MS Office Application Softwares and UBS Accounting. Besides these, she is proficient in many programming languages such as PHP, Visual Basic, Coldfusion, SQL etc. where she can develop either Business or Web application. Many working adults consult her on how to solve and speed up their office tasks by using common application softwares.

Ms Karen Cheah has been conducting trainings for FMM Perak Public & In-house courses in MS Office specializing in IT software application such as Excel, Word, PowerPoint, Access and Publisher. Since 2008. She has conducted numerous Public and In-House courses for various organisations such as Teleflex, Faber-Medi Serve, Mafira Iskra Meters, Vale Malaysia Minerals, Boustead Naval Dockyard, Carsem Semiconductor, ICA Plastic, Latexx Partners, Finisar and many others.

Course Details

Date **May 19 & 20, 2021 (Wednesday & Thursday)**

Time **8.45am - 5.00pm**

Venue **FMM Institute, Perak**

Medium of Instruction **English**

CPD **14 hours**

Fees **MEMBERS RM689.00/pax**

NON-MEMBERS RM848.00/pax

(Fees inclusive of Service Tax at 6%, Notebook facilities, Course Materials and Certificate of Attendance)

Administrative Details

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost.

~ Registration Form ~

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FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221



Dear Sir / Madam, please register the following participant(s) for the above programme.

	Name	Designation	NRIC
1.			
2.			
3.			

(Please attach a separate list if space is insufficient)

CLOSING DATE:
~ May 12, 2021 ~

We hereby confirmed that:

We **will be claiming** under **SBL-KHAS scheme** and full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstance.

NON HRDF Contributor. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

(Please tick (✓) in the appropriate box)

Submitted by:

Name:		Designation:	
Company:		Tel:	Fax:
Address:			
Email:		FMM Membership No	