



TIPS & TRICKS OF EXCEL VBA AND MACROS

December 6-7, 2023 (Wednesday-Thursday)
8.45 am – 5.00 pm 📍 **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.

....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

....OBJECTIVES...

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

- Excel MACROS and VBA Programming
- Manipulating Excel Objects
- Working with Excel VBA Functions

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
- Allowing the user to Highlight a Range
- Scrollbar and Spin Controls
- Controlling Tab order and Aligning Controls

....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

....TRAINING METHODOLOGY...

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

....WHO SHOULD ATTEND...

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.

....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, UBS Accounting and Chinese Star. 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 software.

MS KAREN CHEAH has been conducting trainings for FMM Perak Public & In-house courses in MS Office (Excel, Word, PowerPoint, Access & Publisher) since 2008.

....COURSE DETAILS...

Date **December 6-7, 2023 (Wednesday-Thursday)**

Time **8.45am - 5.00pm**

Venue **FMM Institute Perak**

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Medium of Instruction **English**

CPD **14 hours**

Fees **Members RM901.00/pax** **Non-Members RM1,060.00/pax**

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

....ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

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 **HRD Corp Claimable Course**, 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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Closing Date:
NOVEMBER 29, 2023

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.

1.	Name		Designation	
	NRIC		HP No	
2.	Name		Designation	
	NRIC		HP No	
3.	Name		Designation	
	NRIC		HP No	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

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

Enquiries – please contact **Ms Nicole / Pn Eda / Ms Harvindar** ☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmm_institute_perak@fmm.org.my