



Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate) 2 days

One of Microsoft Excel's most powerful capabilities for heavy users is the Visual basic Application (VBA) language. Learning its capabilities is an enormous benefit in almost any field and at all levels of experience. Repetitive tasks can be quickly automated with the Microsoft Excel Macro/VBA. It can be used for various tasks e.g. communicating with databases, analyzing data, automating worksheet construction, modeling and simulation, creating charts/graphs, creating wizards (i.e. dialog boxes), creating graphic user interfaces GUI) and many more.

Working with VBA

- Learn the ease of creating simple macro using recording.
- Discover the advantages on how VBA can help to simplify workbook tasks.

The Basics of VBA

- Identify the way around the Visual Basic Application (VBA) windows.
- Learn the workflow processes for automation and the VBA environment.
- Familiarize the concepts of VBA syntax and its environment. Learn to read and understand the meaning of the syntax.

Variables

- Expose to variables. Learn the rope to flexibilities in coding.

Control Structures

- Learn the technique of coding and explore the If Then Else structures and how to make codes to be repeated using structures such as For Next and Do Loops.

WHO TO ATTEND

This course is relevant for Excel users who perform their tasks repetitively at work. No prior knowledge of Excel Macro/VBA is required.

COURSE OUTLINE

Day 1 Morning 9.00am-12.30pm

Module 1: Working with Macro

An overview of Excel Macro in recording. Users are exposed to the ease of creating simple macro using recording.

- Record a macro, Run a macro, Delete a macro

Module 2: The Basics of VBA

Expose to the VBA environment. Learning the way around the Visual Basic window.

- Overview of Macros
- Using the Major Components of the IDE

Lunch 12.30pm-1.30pm

Afternoon: 1.30pm-5.00pm

Module 3: Understanding VBA

Expose to the concepts of VBA syntax and its environment. Learn to read and understand the meaning of the syntax.

- The Object
- Properties
- Methods
- Object Inspection Using the Object Browser

Module 4: The Range Object

The most common object used in VBA coding. Learn how to select range or ranges in the VBA environment.

- Cells Method
- Range Method
- Selecting Range Objects
- Performing Multiple actions on an Object

Day 2 Morning: 9.00am-12.30pm

Module 5: Variables

Expose to variables. Learn the rope to flexibilities in coding.

- Variables
- Data Types
- Local, Module-Level and Public Variables

Module 6: Control Structures

Learn the technique of coding and expose to the If Then Else structures and how to make codes to be repeated using structures such as For Next and Do Loops.

- Conditional Control Structures
- Looping Control Structures
- Sub Procedures

Lunch 12.30pm-1.30pm

Afternoon: 1.30pm-5.00pm

Module 7: Dialogs and Forms

Making use of ready make functions such as MsgBox and Inputbox to facilitate our coding.

- Built-In Dialog Boxes
- Predefined Dialog Boxes

Module 8: Error Trapping

Learn to trap errors and to write error free macro.

- Types of Errors
- Break Mode
- Stepping
- Error Handling



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Course Date	☐ 13-14 Oct 2025 ☐ 5-6 Nov 2025 ☐ 1-2 Dec 2025
Course Time	9:00am to 5:00pm
Course Fee	RM1080 per pax (incl. SST)
Methodology	Online via Microsoft Teams

For further inquiries & registration,
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REGISTRATION

ORGANIZATION DETAILS

Company: _____
Address: _____

Contact Person: _____
Designation: _____
Email: _____
Contact No.: _____
HRDF Contributor: ☐ Yes, Employer Code: _____ ☐ No

APPROVED BY:

Signature: _____
Date: _____
Name: _____
Designation: _____
Company Stamp: _____

Online Registration

<https://forms.gle/VdXpjZzY5A8eteUeA>



PARTICIPANT LIST

No.	Name	NRIC	Position	Email	Contact No.