TASK AUTOMATION WITH MICROSOFT EXCEL MACRO/VBA (FUNDAMENTAL & INTERMEDIATE)

9.00AM – 5.00PM
ONLINE VIA MICROSOFT TEAMS

Course Overview

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.

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Who Should 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 Registration

https://forms.gle/mm594CJrxs24U8Rv6

RM1188*
(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
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
12.30PM - 1:30PM	Lunch Break
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	
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
12.30PM - 1:30PM	Lunch Break
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