



VBA with MICROSOFT EXCEL 2013

12 – 13 June 2017 | SAINS Samarahan. SARAWAK

WHO SHOULD ATTEND

- Excel Power Users
- Executives
- Managers
- IT Professionals

Pre-requisite:
Participants should be proficient users of Microsoft Excel.

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Spreadsheet automation is an essential skill for Excel users who want to take their day to day use of Excel to the next level. You will create a variety of macros, learn how to best automate repetitive tasks and programme solutions in Excel. Even if you do not have any programming experience, don't worry – the course is for complete beginners. All you need is to be a proficient Excel user.

This course aims to cover in detail the VBA programming language. You will learn how to program in VBA in order to customize your work environment in Excel. You get to learn form design, control structures and how to debug and test your VBA application before using it in the work environment.



ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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Kota Samarahan 93010, Samarahan
Tel: (60) 82-668668 | Fax: (60) 82-668699

Contact Person:
Jean Sim / Johnny Chung
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COURSE CONTENTS

Recording Macros

- The easiest way to learn is by recording a macro. Here users will learn the keys to successful recording, running a macro, editing a macro and saving a macro enabled workbook.

Visual Basic Editor

- In this module the users will learn about what is code, what are modules for and how to insert modules, what are procedures, what are Excel objects, object properties and object methods. Here the Visual basic editor is introduced and the components of the VBE and it's functionality is explained.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Menubar | <input checked="" type="checkbox"/> Properties Window | <input checked="" type="checkbox"/> Adding / Removing Modules |
| <input checked="" type="checkbox"/> Toolbar | <input checked="" type="checkbox"/> Code Window | <input checked="" type="checkbox"/> Object Browser |
| <input checked="" type="checkbox"/> Project Explorer | <input checked="" type="checkbox"/> Immediate Window | |

Programming Basics

- Here, users will learn programming syntax to manipulate objects and it's properties. Such as copy and paste, entering text, numbers or formulas. How to trouble shoot macros.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> VBA terminology | <input checked="" type="checkbox"/> Working with Range | <input checked="" type="checkbox"/> Executing Commands Line by Line |
| <input checked="" type="checkbox"/> Working with Workbooks | <input checked="" type="checkbox"/> Entering Data & Formulas | <input checked="" type="checkbox"/> Setting Up Breakpoints |
| <input checked="" type="checkbox"/> Working with Worksheets | <input checked="" type="checkbox"/> Message & Input boxes | <input checked="" type="checkbox"/> Debugging Errors |

Using Variables

- When it comes to VBA variables, poor coding practices can lead to potential problems down the road. This section explains what are variables and how to define variables.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Understanding Variables | <input checked="" type="checkbox"/> Scoping Of Variables | <input checked="" type="checkbox"/> Variables & Data Types |
| <input checked="" type="checkbox"/> Why Use Variables | <input checked="" type="checkbox"/> Using Option Explicit | <input checked="" type="checkbox"/> Using Object Variables |
| <input checked="" type="checkbox"/> Defining & Using Variables | | |

Using Loops

- Users will learn how to execute a macro repeatedly using loops. Learn when to use the right looping technique.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> For Next Loops | <input checked="" type="checkbox"/> Do Loops | <input checked="" type="checkbox"/> Terminating Loops Early |
| <input checked="" type="checkbox"/> For Each Loops | <input checked="" type="checkbox"/> Looping With Unknown Iterations | <input checked="" type="checkbox"/> Speeding Up Loops |
| <input checked="" type="checkbox"/> Looping With Specified Iterations | | |

Decision Making

- In this lesson, users will learn how to create macros that can make decision. Decision making process is an important part of macro programming because it can help to solve practical problems.

- The IF Statement
- Using IF for Single Conditions
- Using IF for Multiple Condition





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TRAINER PROFILE



Mr Sivanasan also well known as Julian is a Microsoft Certified Trainer & having started the career in auditing and then moving on into Accounts & Finance having a total of about 18 years of working experience in the corporate world. He successfully set up a new accounting system and migrate the old data into the new system. In addition, he also created sub systems with Excel VBA programming.

Having accumulated hands on experience in MS applications over the years and developing a passion to share with others, he began to venture into the IT Training Industry in the year 2000.

A website on Excel Macros (VBA) tips for Beginners was subsequently set up to reach out to those wanting to learn basic VBA. Using simplified sample codes and examples made the website a hit for beginners as other websites on Excel VBA were simply too difficult to understand.

Day 1 & 2	
8:30 AM	Registration
9:00 AM	Course begins
10:30 AM	Morning tea break and networking break
10:45 AM	Course recommences
12:30 PM	Networking lunch
13:50 PM	Course recommences
15:00 PM	Afternoon tea break and networking break
15:15 PM	Course recommences
16.45 PM	Summary & recap
17:00 PM	End of Training

QUESTIONNAIRE

To ensure that you gain maximum benefits from this training, a detailed pre-training questionnaire will be sent to you to establish exactly where your training needs lie. The completed forms will be analysed by the trainer. As a result, we ensure the course is delivered at an appropriate level and that relevant issues will be addressed.



IN-HOUSE TRAINING ADVANTAGE

If you have a number of delegates with similar training needs, then you may wish to consider an In-house Training solution delivered locally onsite.

Course can be tailored to specific requirements.

Please contact

jeansy@sains.com.my or

082-668688 for further discussion



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COURSE FEES

Early Bird: Register by **19 May 2017**
 RM1,050.00 per person Regular: RM1,200.00 per person
 Register 4 persons at **RM3,600.00**

Group discount is applicable for the same organization only

COURSE DATE

12 - 13 June 2017
 SAINS Training Centre. Kota Samarahan.

In-house Training : Please contact us for more information

REGISTRATION FORM

Please send Registration Form via fax or email to : **SARAWAK INFORMATION SYSTEMS SDN BHD**

Attention: Jean Sim (H/P: 019-889 3819) Fallacia Sitam (H/P: 013-880 0718) Johnny Chung (H/P: 013-806 3465)

Tel: 082-668688 / 012-895 2032 (Agnes) Fax: 082-668699 Email: training@sains.com.my

Participant(s) Information

No	Name	Designation	Meal Choice
1.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
2.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
3.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian

Company Information

Company Name:	<input type="checkbox"/> Government Agency <input type="checkbox"/> PSMB Registered Employer <input type="checkbox"/> Non-PSMB Registered Employer	Tel:
Address:		Fax :
		Email:
Contact Person:		Designation:

Authorization

Name:	Signature & Company Chop / Stamp
Designation:	
Date:	

Methods of Payment

Cash Cheque Service Order Purchase Order

Payment should be made payable to **Sarawak Information Systems Sdn. Bhd.** to **RHB Account No: 21121250109185**

Terms & Conditions:

- 1.) Course fee is inclusive of GST @ 6%
- 2.) Course fee is inclusive of refreshments, lunch, course materials and Certificate of Attendance
- 3.) Full payment must be made within **FIVE (5)** working days upon issuance of invoice.
- 4.) Admission upon receipt of full payment.
- 5.) **CANCELLATION** must be received in writing. If cancellation occurs less than **FIVE (5)** working days from the course delivery, the **FULL** training fee for the course will be charged. A delegate may be substituted at no extra charge if you are unable to attend. Kindly provide the name and title of the substitute delegate prior to the course.

Disclaimer:

SAINS reserves the right to cancel the event should circumstances beyond its control arise. In the event of such a cancellation, SAINS will refund in full payments received. SAINS also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.