flexiEdge
MyCoID: LLP0006719LGN
Approved HRDF-Registered
Training Provider

TRAINING WORKSHOP

REGISTER NOW!

TASK AUTOMATION WITH EXCEL MACRO/ VBA 2013 - BASIC
24-25 SEPTEMBER 2018 (MONDAY-TUESDAY), 9.00 AM – 5.00 PM
@ Vistana Penang Bukit Jambul
213, Jalan Bukit Gambir, 11950 Bukit Jambul, Penang.

Target Group: You must be an Experienced Excel user who wish to automate repetitive tasks or simplify more complex tasks using Excel Macros and Visual Basic for Applications (VBA) programming language.

Prerequisite:
You must have good Excel skills and understand key concepts of spreadsheets or equivalent. It is not necessary to have prior programming knowledge. We cover VBA Macro programming concepts from the very basic level.

Introduction:
This two days course covers the fundamental skill and knowledge to create Excel Macros. It provides the skills and knowledge required to fully exploit the features and capabilities of Excel Macros. During in-class hands-on exercise, you will be able to enhance your Excel Macro program using the programming skills in VBA.

What Will You Learn

Upon completion of this workshop, learner will be able to:
• Understand how the Excel Macro is recorded and executed;
• Simplify Codes for Workbooks object;
• Simplify Codes for Worksheets object;
• Simplify Codes for Cells object;
• Work with MessageBox and Inputbox.

**HRDF Claimable
under SBL Scheme**

Program Delivery Style:
Classroom based. All topics will be covered by way of practical sessions through exercises.

Course Content

Module 1: Understanding Excel Macro
✓ Introduction to Excel Macro;
✓ Excel Macro and Excel VBA;
✓ Reasons to Use Macro;
✓ Guidelines to Record/Write Macro;
✓ Show the Developer Tab;
✓ Excel Macro-Enabled Workbook;
✓ Macro Security;
✓ Record a Macro.

Module 2: Your First Excel Macro Experience
✓ Run a Macro;
✓ Assign a Macro;
✓ Change the Macro Shortcut Key and Description;
✓ Delete a Macro.

Module 3: Understanding the VBE
✓ Introduction to VBE;
✓ Open the VBE;
✓ Overview of the VBE Interface;
✓ What is Module?
✓ Overview of the VBA Code Structure;
✓ The Immediate Window.

Module 4: Overview of the Excel VBA Objects, Properties, Methods
✓ Overview of the Excel Objects;
✓ What are Properties?
✓ What are Methods?

Module 5: Application Object
✓ ScreenUpdating;
✓ CutCopyMode;
✓ DisplayAlerts;
✓ StatusBar;
✓ Quit.

Module 6: Workbook Object
✓ Add a New Workbook;
✓ Count the Workbooks;
✓ Close the Workbooks;
✓ Refer to a Workbook;
✓ Activate a Workbook;
✓ Using ActiveWorkbook;
✓ Save a Workbook;
✓ Workbook Path and Workbook FullName;
✓ Open a Workbook;
✓ Change a Workbook Property Value.

Module 7: Worksheet Object
✓ Add a New Worksheet;
✓ Count the Worksheets;
✓ Delete a Worksheet;
✓ Refer to a Worksheet;
✓ Rename a Worksheet;
✓ Activate a Worksheet;
✓ Using ActiveSheet;
✓ Copy a Worksheet;
✓ Move a Worksheet;

flexiEdge Training PLT
Shoplot No. 9, Ground Floor,
Hotel Equatorial Penang,
1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

Module 7: Worksheet Object (cont…)
- ✓ Select a Worksheet;
- ✓ Hide/Unhide a Worksheet.

Module 8: Range Object
- ✓ Refer to a Range;
- ✓ Cell Value;
- ✓ Using ActiveCell;
- ✓ Using Selection;
- ✓ Using EntireRow and EntireColumn;
- ✓ Using EntireRow;
- ✓ Insert & Delete Row / Column;
- ✓ Insert & Delete Cell and ClearContents;
- ✓ Copy & Paste and Cut & Insert;
- ✓ Using Offset;
- ✓ Using Formula;
- ✓ Cell Address;
- ✓ Font Formatting.

Module 9: MsgBox and InputBox
- ✓ Using Simple MsgBox;
- ✓ Using Simple InputBox.

Module 10: Debugging Macro in Excel VBA
- ✓ Breakpoints;
- ✓ Stepping Thru Code.

Module 11: Create a Simple Excel Macro Project
- ✓ Planning;
- ✓ Interface Design;
- ✓ Task 1: Import Text File;
- ✓ Task 2: Generate Sales Summary;
- ✓ Combine and Assign Macros;
- ✓ Enhancement to the Project.

Course Leader

Irene Lau, a highly accomplished and renowned Professional ICT Consultant & Trainer has an extensive work experience of 17 years. She carries a wide ranging of 6 years industrial experience - with Foxconn Technology Group (Shenzhen, China), Dell Asia Pacific Sdn. and 11 years of industrial, corporate & institutional project & training in ICT fields. Her contribution in enriching people's ICT experiences is supported in trainings with her creation of industrial data to match with the industrial standard. Irene holds the degree of Bachelor of Science in Computing and Information Systems with Upper Second Class Honours from University of Lincolnshire and Humberside, UK. Furthermore, she is the PSMB (Pembangunan Sumber Manusia Berhad) certified TTT (Train- The-Trainer).

Having valuable in her working experiences, she brings a wealth of highly skill and knowledge to impact and connect with the participants. Irene has been given top evaluation for her trainings in many famous Multi-National Companies (Intel, Western Digital, Broadcom, Lumileds, BBraun, Benchmarl, Renesas, Texchem, and tec.) in across Malaysia.

Irene is a very passionate trainer, and enjoys tremendously the classroom interaction with her participants. Her contagious friendliness has earned her many friends among the participants of her program. She is a content expert in learning and researching for all kinds of new technologies and has developed course materials for various training notes.
With her 17 years of working experience, Irene's key areas of expertise include:

1. Microsoft Windows XP/Vista/7/8/8.1/10
2. Microsoft Office 2003/2007/2010/2013/2016
3. Microsoft Office VBA
4. Visual Studio 2008/2010/2012/2013/2015/2017
5. Microsoft SQL Server 2008/2012/2014/2016
6. Oracle
7. macOS
8. iWorks (Pages, Numbers, Keynote) 9. Final Cut Pro
10. Apache OpenOffice, LibreOffice
11. Web Programming (HTML, CSS, JAVA, JavaScript)
12. Web Site Design (W3.CSS, Bootstrap, Joomla, WordPress)

Investment / Participation Fees

RM 1,000.00 / participant	**10% group discount** for **three (3) or more** registered participants from the same company or subsidiaries

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Closing Date for Registration:
17 September 2018

REGISTRATION FORM

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@ Vistana Penang Bukit Jambul,
213, Jalan Bukit Gambir, 11950 Bukit Jambul, Penang.

No.	Name of Participant(s)	Designation	Vegetarian? (please √)
1			
2			
3			
4			
5			
6			

Registration Submitted By:

Company Name:

Company Address:

Contact Person:		Designation:
Tel:	Fax:	Email:

Payment: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM_____ for
( ) participant(s), crossed and made payable to "**flexiEdge Training PLT**". *OR*
Bank in / transfer to our CIMB Bank A/C No.: 800 794 3431 and send us the bank in/ transaction slip.

Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang
at administrator@flexiedge.com.my or through fax to 04-646 8377.

*For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at
Tel: 04-646 8377/ 012-479 8377/ 013-588 3355

Terms and Conditions

1. Fees are inclusive of program kits, refreshments and lunch and certificate of attendance.
2. Program confirmation will be notified through email before the program date. Kindly ensure the email provided is reachable. Please check your email especially the date, time and final venue and acknowledge the confirmation notification.
3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program closing date, no fee shall be charged.
   (b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, replacement is allowed. No show shall be fully billed. No refund if participant/ replacement does not turn up on the program day.
4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

This program can be customised for In-House Training upon request.
Please contact Ms. Felicia Tham/ Mr. Quah Eng Siang @ 04-646 8377/ 012-479 8377 or email us at administrator@flexiedge.com.my
for more details or proposal.

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