



@ASK Training
Attitude | Skills | Knowledge

Visual Basic for Applications in Microsoft Excel - Fundamental

Course Code:

ASK7VB

TPGateway Course Code:

TGS-2016500026

Course Duration:

3 days (24 hours), 9.00am - 5.00pm

Course Fee:

\$600 (\$654 Inc. 9% GST) per participant
SDF grant entitled, \$2/hr x 21hrs = \$42
Only applicable to Singaporean and PR employees

1 hour lunch is not claimable

Skillsfuture Credit Claimable for Individual
UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

Course Dates:

Refer to Training Calendar

<https://asktraining.com.sg/course-schedule/>



Course Synopsis

This course is designed with practical approach towards unleashing the power of Microsoft Excel through VBA programming.

It aims to enhance productivity by equipping participants with the knowledge and skills to automate repetitive tasks or simplify complex task.

Course Objectives

Upon completion of the 3 days course, you will be able to:

- Identify repetitive tasks and think logically and do more complicated macros
- Understand how Excel programming environment works.
- Grasp the fundamentals in working with Objects, Variables, Conditionals and Looping.
- Debug errors and make necessary correction to make the program works.

Prerequisites

To enrol in this course, you should possess the following:

- (≥ 16 years old); or
- 1 year working experience



Course Outline

Introduction to Macros

- Defining Visual Basic for Applications (VBA) and Macros
- Managing Macro Security
- Recording a Macro
- Executing a Macro
- Saving Macros

Introduction to Visual Basic Environment

- Viewing a Macro
- Using the Visual Basic Editor Window
- Understanding Code Components

Exploring Excel Objects

- Understanding Excel Objects, Properties & Methods
- Understanding Workbooks, Worksheets and Ranges
- Understanding Dialog Boxes

Controlling Visual Basic with Variables

- Understanding Variables and Data Types
- Creating Variables
- Defining Scope of Variables
- Creating Constants
- Creating Object Variables

Debugging and Error Handling

- Understanding Macro Errors
- Debugging Code with Step Into
- Debugging Code with Breakpoints
- Trapping Run-Time Errors

Controlling Visual Basic with Conditionals

- Understanding Conditional Expressions
- Using the IF..THEN Statement
- Using the IF..THEN..ELSE Statement
- Using Multiple Conditions in IF Statements
- Using the IF..THEN..ELSE IF Statement
- Using Nested IF Statements
- Using the SELECT..CASE Statement

Controlling Visual Basic with Loops

- Using Loops
- Using the DO..LOOP
- Using the FOR..NEXT Loop
- Using the FOR EACH..NEXT Loop

Extending Functionality with Functions

- Overview of Procedures
- Creating Custom Functions
- Executing a Function
- Passing Arguments into Functions
- Creating Structured Programs

Building Intuitive User Interfaces

- Understanding Custom Controls
- Creating Worksheet Form Controls
- Creating Forms
- Executing a Form

Speak to a Course Consultant

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