



Microsoft Excel

PREREQUISITES

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

You must have attended Excel Advanced course or have been using Excel for the past three years continuously, with strong working knowledge of Excel.

DURATION

 **3 Days**

 **9 AM - 5 PM**

COURSE DATES

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

Course Code: **ASK7VB**

Microsoft Office Course: **Visual Basic for Applications (VBA) in Microsoft Excel – Fundamental**

Course Description

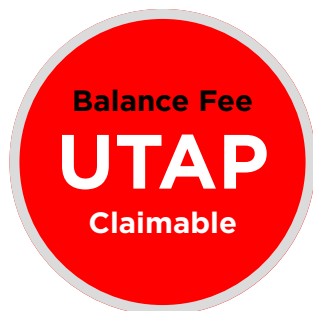
The Visual Basic for Applications in Microsoft Excel – Fundamental course teaches you to automate repetitive tasks and simplify complex processes using VBA. For example, automating the copying of data between sheets or performing statistical calculations across multiple Excel files. VBA helps save time, reduce errors, and boost productivity, making you more valuable to your employer and opening career opportunities in fields like finance, data analysis, and analytics.

This introductory course covers the basics of Excel programming, including working with objects, variables, conditionals, and loops, as well as debugging errors. It's perfect for those who have completed the Microsoft Excel – Advanced course or have advanced Excel skills.

Enhance your skills and programming knowledge with this VBA course in Singapore.

Course Objectives

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



Full Course Fee:

S\$872

(inclusive of 9% GST)



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