

EXCEL VBA PROGRAMMING – 101

COURSE OBJECTIVES

A course that serves to prime MS Excel users in applying features of Excel Visual Basic for Applications (VBA) which will take participants beyond basic macro recording, thereby harnessing the power of spreadsheet automation.

Develop a reasonable level of competency of how VBA together with macros and advanced functions of Excel can be used to create high-impact reports useful to the management. To have a clear framework of the key concepts, to be well-versed with the macros and advanced functions to be able to handle some **basic** to **intermediate** level of spreadsheet automation thus enhancing productivity.

A concise session setting out key conceptual frameworks will start the day. Participants will then apply the concepts through a series of computational exercises and case studies. Each participant will be provided with a PC desktop to work through the exercises.

COURSE OVERVIEW

Main features of the workshop include:

- Introduction to Spreadsheet Automation
- Visual Basic Editor and Its Elements
- Debugging Techniques
- Variables, Data Types and Constants
- MsgBox, InputBox and InputMethod Functions
- Programming Concepts and Applications
- Creating Procedures, Subroutines, Functions
- Decision Making / Repeating Actions
- Arrays - Understanding and Declaring Arrays

PRE-REQUISITE

Participants must have at least 6 months hands-on experience with Microsoft Excel, and have been initiated on the basic elements of macro recording.

SUITABLE FOR

This workshop is relevant to executives who desire to automate some of the laborious data extraction and reporting tasks, as well as for planners that are involved in the preparation of financial models and reports for decision-making by management.

COURSE DURATION

1 day

Registration Form

11 April 2012, 12 April 2012, 7 June 2012, 8 June 2012

Please fax or mail form below filled in block print and underline family name

YES! Please register the following delegates for the course **Excel VBA Programming - 101**

1st Delegate Name (Mr/Mrs/Ms): _____

2nd Delegate Name (Mr/Mrs/Ms): _____

Position: _____

Position: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

11 April 12 12 April 12

11 April 12 12 April 12

7 June 12 8 June 12

7 June 12 8 June 12

Approving Manager Name (Mr/Mrs/Ms): _____

Enquiries:
Think Masters & Associates Pte Ltd

Position: _____ Signature: _____

896 Dunearn
Road #03-01B
Sime Darby
Centre Singapore
589472

Secretary for enquiry Name (Mr/Mrs/Ms): _____

Tel: 63348976

Organisation: _____

Fax: 63340900

Address: _____

Email:

_____ Singapore _____

cch@thinkmasters.com

Tel: _____ Fax: _____

Email: _____

Registration Fee

S\$ 600 (Singapore Dollars Six Hundred Only) per person for the 1-day course.

Fee includes tuition, teaching materials, case study, equipment rental and configuration, lunch, and refreshments.

Early Bird

Register and pay 21 days before course commences and receive a 5% discount.

Team Discount

When three or more colleagues from one institution attend the same course, there is a 5% discount available on the second and additional booking.

Payment

Crossed cheque payable to Think Masters & Associates Pte Ltd or via TT to Account No. 0330138024 at the Development Bank of Singapore Raffles City Branch for the account of Think Masters & Associates Pte Ltd. Please quote participant's name and organisation on your payment advice. Registration will be confirmed only upon receipt of payment.

Cancellation & Transfer Policy

Payments made for registered participants will be converted towards a course voucher that can be

applied toward any subsequent course run by Thinkmasters in Asia for up to one full year, provided a written notice of cancellation is received by Thinkmasters not less than 21 days before the course. Cancellations must be made in writing via letter or fax to (65) 6334 0900. A 25% charge will be deducted from the course voucher for cancellations received less than 21 days before this event. Of course a replacement is always welcome. A course voucher will not be issued in case of a non-attendance without a cancellation notice being received by Thinkmasters. Due to the unpredictability of events and unforeseen circumstances, Thinkmasters reserves the rights to modify the course or cancel the course without prior notice. In the event the course is cancelled by Thinkmasters, a full cash refund will be made. Thinkmasters may at its discretion combine this workshop with a similar workshop, marketed through its channel partners from time to time.

Course Venue

The course will be conducted in Singapore at a venue to be confirmed to all participants upon registration.