



# Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate) 2 days

One of Microsoft Excel's most powerful capabilities for heavy users is the Visual basic Application (VBA) language. Learning its capabilities is an enormous benefit in almost any field and at all levels of experience. Repetitive tasks can be quickly automated with the Microsoft Excel Macro/VBA. It can be used for various tasks e.g. communicating with databases, analyzing data, automating worksheet construction, modeling and simulation, creating charts/graphs, creating wizards (i.e. dialog boxes), creating graphic user interfaces (GUI) and many more.

## Working with VBA

- Learn the ease of creating simple macro using recording.
- Discover the advantages on how VBA can help to simplify workbook tasks.

## The Basics of VBA

- Identify the way around the Visual Basic Application (VBA) windows.
- Learn the workflow processes for automation and the VBA environment.
- Familiarize the concepts of VBA syntax and its environment. Learn to read and understand the meaning of the syntax.

## Variables

- Expose to variables. Learn the rope to flexibilities in coding.

## Control Structures

- Learn the technique of coding and explore the If Then Else structures and how to make codes to be repeated using structures such as For Next and Do Loops.

## WHO TO ATTEND

This course is relevant for Excel users who perform their tasks repetitively at work. No prior knowledge of Excel Macro/VBA is required.

## COURSE OUTLINE

### Day 1 Morning 9.00am-12.30pm

#### **Module 1: Working with Macro**

An overview of Excel Macro in recording. Users are exposed to the ease of creating simple macro using recording.

- Record a macro, Run a macro, Delete a macro

#### **Module 2: The Basics of VBA**

Expose to the VBA environment. Learning the way around the Visual Basic window.

- Overview of Macros
- Using the Major Components of the IDE

### Lunch 12.30pm-1.30pm

### Afternoon: 1.30pm-5.00pm

#### **Module 3: Understanding VBA**

Expose to the concepts of VBA syntax and its environment. Learn to read and understand the meaning of the syntax.

- The Object
- Properties
- Methods
- Object Inspection Using the Object Browser

#### **Module 4: The Range Object**

The most common object used in VBA coding. Learn how to select range or ranges in the VBA environment.

- Cells Method
- Range Method
- Selecting Range Objects
- Performing Multiple actions on an Object

### Day 2 Morning: 9.00am-12.30pm

#### **Module 5: Variables**

Expose to variables. Learn the rope to flexibilities in coding.

- Variables
- Data Types
- Local, Module-Level and Public Variables

#### **Module 6: Control Structures**

Learn the technique of coding and expose to the If Then Else structures and how to make codes to be repeated using structures such as For Next and Do Loops.

- Conditional Control Structures
- Looping Control Structures
- Sub Procedures

### Lunch 12.30pm-1.30pm

### Afternoon: 1.30pm-5.00pm

#### **Module 7: Dialogs and Forms**

Making use of ready make functions such as MsgBox and Inputbox to facilitate our coding.

- Built-In Dialog Boxes
- Predefined Dialog Boxes

#### **Module 8: Error Trapping**

Learn to trap errors and to write error free macro.

- Types of Errors
- Break Mode
- Stepping
- Error Handling



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<b>Course Date</b>	<input type="checkbox"/> 22-23 August 2024 <input type="checkbox"/> 9-10 September 2024
<b>Course Time</b>	9:00am to 5:00pm
<b>Course Fee</b>	RM1026 per pax (incl. SST)
<b>Methodology</b>	Online via Microsoft Teams

For further inquiries & registration,  
please contact:  
MEF Academy Sdn Bhd  
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[roszana@mef.org.my](mailto:roszana@mef.org.my); [nazlina@mef.org.my](mailto:nazlina@mef.org.my)

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## REGISTRATION

### ORGANIZATION DETAILS

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
HRDF Contributor:  Yes, Employer Code: \_\_\_\_\_  No

### APPROVED BY:

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Stamp:

### PARTICIPANT LIST

No.	Name	Email	Contact No.	IC/NRIC Number