

Learning The Magic Of Macros 2007 /2010 (Excel VBA)

Excel Macro is a great way to automate excel tasks that you have to carry out on a regular basis. And it is designed for Excel users like you and me. Sign up for this course and find out you can achieve the following:

How to create your macros without any prior knowledge about

Edit an existing macro that you have inherited from your predecessor.

How to compare two worksheets and identify the changes in them?



Who Should Attend

Managers and Executives who have good working knowledge about Excel and have a need to automate repetitive tasks in Excel.

Learning Objectives

Upon completion of the course, participants will be able to:

- ✓ Edit existing macros
- ✓ Create macros on the fly
- ✓ Share your macros with other colleagues

Course Outline

- Record and run macros
- Where you can store the macros
- Reading from and writing to cells
- Find values in worksheets
- Adding and counting values using macros
- Referring to different worksheets
- Referring to different workbooks
- The power of Looping in macros
- Creating your own worksheet function
- Protecting your codes
- Sharing your codes as Addins

Exercise to create macros for

- ✓ Comparing 2 worksheets results
- ✓ Consolidating data from multiple workbooks
- ✓ Splitting data into multiple workbooks

Dates:

Excel 2007 / 2010

- 23 & 24 Feb 2012
- 5 & 6 Jul 2012
- 5 & 6 Nov 2012

Time: 9am – 5pm

Duration: 14 hours (2 days)

Venue: International Plaza,
10 Anson Rd, #26-02A

Course Fee : S\$700

Our trainers are practitioners of spreadsheets and databases and have extensive knowledge in applying the different functions and formulas in Excel to real business needs and scenarios. They are specially hand-picked and trained by our Chief Trainer, Jason Khoo, based on their experiences in training and the business knowledge they possess.

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Course Location : 10 Anson Road #26-02A
International Plaza
Singapore 079903

Time : 9 am to 5 pm

Course Date : _____

Salute	Participant Name	Designation	Email Address

Company Name:	
Company Address:	
Tel/Fax:	

Contact Person (if different from above)

Name:	
Designation:	
Tel/Fax:	
Email Address:	

Amount Payable :		Pax X S\$700	
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We would like to register the personnel listed above for the course. We can withdraw any of them from the course after registration with no obligation if it is done **2 weeks from the course**.

If it is less than 2 weeks, we can either substitute another person for the course or pay 50% of the course;

If it is less than 1 week, we can either substitute another person for the course or pay 100% of the course.

Name: _____
Designation

Please email your registration form to enquiry@everydayexcel.com or fax it to **3150 8248** (fax no starts with the number 3)