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# LEARNING THE MAGIC OF MACRO

## COURSE INTRODUCTION

Experienced and seasoned users of Excel would definitely agree that Excel is a powerful desktop application that could solve a lot of business problems without enlisting the help of their IT department. Especially those who have attended and experienced its power in our Advanced Excel courses “Unleashing the Potential of Excel” or Sales Performance Analytics with Excel” would readily recognize that.

As you continue to discover what Excel could do, you probably would use it more and more for complex calculations, and this is when you might find that the over 300 built-in Excel worksheet functions could no longer cater to your needs. You know that VBA or macro is the solution to your problems, but thinking that macro is only for programmers, you may be hesitant to venture into it. If that’s what you really think, read on.

Macro is not specially built for programmers; it is also for layman like you and me. By using macro, you can extend the power of Excel by creating your own worksheet functions and share these customized worksheet functions with other users who have the same needs as you, most probably your colleagues in your organization. Customized worksheet functions can simplify complex calculations such as computing commission or CPF. It can also be used to simplify manual tasks such as calculating the average score of specific coloured cells in a given range. This would be the sample case used in this course.

## COURSE OBJECTIVES

Through the process of creating a customized worksheet function, you will learn

1. the essential for creating a macro;
2. the commonly used codes that will unleash the power of macros;
3. sharing your customized worksheet function with others.

## COURSE OUTLINE

1. Creating your very first macro through recording;
2. Where are macros stored in the workbook;
3. Understanding how a specific set of codes does;
4. Writing to and reading from a specific cell;
5. Create a set of codes instantly without knowing what the codes are beforehand;
6. Making a set of codes run based on a set of pre-defined criteria;
7. How to repeat a set of actions
8. Allowing users inputs into the macros
9. Returning the results to the cell e.g. presenting the total in the cell when a sum formula is keyed in
10. Sharing your customized worksheet functions with others
11. Installing, uninstalling and removing the customized worksheet functions from a computer
12. Providing description for your worksheet functions
13. Protecting your customized worksheet functions

## COURSE DURATION

2 days

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**WHO SHOULD ATTEND**

This course is specially tailored for business managers and executives who have an extensive knowledge of Excel and need to simplify complex calculation or automate manual tasks.

**CLASS SIZE**

The course is conducted with a class of no more than 20 participants.

**DETAILS ON THE COURSE**

Date : 15 & 16 Mar 2010  
28 & 29 Jun 2010  
7 & 8 Oct 2010

Time : 9 am to 5 pm

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

Price : S\$700 Nett

Computers and Course materials will be provided by *everydayExcel*.

**OUR TRAINERS**

*everydayExcel*'s trainers are all experts in spreadsheets and databases. They are specially hand-picked by the Master Trainer, Jason Khoo, based on their experiences in training and the business knowledge they possess. Jason has worked in local companies and foreign MNCs supporting the marketers in their analysis of marketing plans and providing quality information for decision making. He was also a financial counsel for a Fortune 500 company's business unit which generated a total revenue of more than S\$100 million per annum.

*everydayExcel* has helped many companies save thousands of dollars by providing simple and yet powerful business solutions through the use of Microsoft® Excel. Examples of such solutions include budget planning and forecasting, customer segmentation program, personalized email broadcast to targeted customers, and sales lead generation program (mini CRM), etc.

# Learning the Magic of Macro

Course Date : \_\_\_\_\_

Salute	Participant Name	Designation	Email Address

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Tel/Fax:</b>	

**Contact Person (if different from above)**

<b>Name:</b>	
<b>Desingation:</b>	
<b>Tel/Fax:</b>	
<b>Email Address:</b>	

<b>Amount Payable :</b>		Pax X S\$700 per pax =	
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**We hereby confirm that the attendance of the personnel listed above and will make the full payment even in the event that the above personnel(s) do not turn up for the course.**

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**Name:**

**Designation**

Please email your registration form to [enquiry@everydayexcel.com](mailto:enquiry@everydayexcel.com) or fax it **3150 8248**