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Virtual Excel VBA Course for Beginners

Basic Knowledge of Microsoft Excel Required

Objectives

- Introduce participants to the many useful features in VBA such as, looping, flow control, creating charts and array, data filter, data visualizations and conditional formatting.
- Allow participants to do work-related exercises reflecting the way modern working professionals work will be given.

DATE | TIME

15 April

RM 400

Meet the Trainer

Dr Kuang Kee Seng is an HRD Corp Certified Trainer and a Lecturer in the Department of Mathematical and Actuarial Sciences at Universiti Tunku Abdul Rahman (UTAR). He obtained his Bachelor of Science (Hons) in Actuarial Science, Master of Mathematical Science and Doctor of Philosophy in Science from UTAR.

He joined GAC Adventure Consultant as a part-time outdoor activity facilitator after he completed SPM. He was also involved in various corporate teambuilding events as a facilitator. He earned valuable experience from his 9 years of working with this company which inspired him to become a facilitator, a trainer and an educator.

He uses Microsoft Excel and Excel VBA to assist him in his research work and daily tasks. He also builds excel template and macro for his colleagues to automate their daily tasks. In 2016, he started to conduct training on Microsoft Excel and Excel VBA workshops for his students. In 2018, he started to provide training for both internal staff and external clients.

What you will learn

Virtual Excel VBA Course for Beginners

- **Hands-on experience on Microsoft Excel VBA through work-related exercises.**

- **Hands-on with the basic features of VBA, such as tasks with Excel macro recorder, introduction to visual basic editor and communicating with users.**

- **Hands-on with the basic features of VBA, such as referencing ranges, worksheets, & workbooks with VBA, working with variables and basic looping.**

- **Hands-on with the basic features of VBA, such as If Then (Else, ElseIF), Do While looping, Debugging, Error Handling and Procedure Scope.**

- **Hands-on with the basic features of VBA, such as find method, working with array, create charts, working with files and folders.**

- **An individual assignment will be given to assess the participant's understanding.**

Course Schedule

09.00am	Log in to Microsoft Teams
09.00am - 09.30am	Introduction + Ice breaking
09.30am - 11.00am	What is VBA + First Macro
11.00am - 11.15am	Break
11.15am - 1.00pm	Writing to Cell
1.00pm - 02.00pm	Lunch Break
02.00pm - 03.15pm	Declaring Variable + Simple Loop
03.15pm - 03.30pm	Break
03.30pm-05.00pm	Working with Files & Folders
05.00pm	End of Programme

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