JAMES COOK INSTITUTE

COURSE DURATION

15 hours

COURSE SYNOPSIS

This course sets out the skills and knowledge to make use of Visual Basic functions to convert tedious manual tasks into one click of a button, and to use Userforms for user interactive interfaces.

TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

This training is relevant to learners in Finance, Sales department and all who need to automate task to increase productivity.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry
- Learners will need to have a good knowledge of Microsoft Excel

TRAINING METHODOLOGIES

Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught.

COURSE CONTENT

Learning Unit 1: Macros for Spreadsheet Automation

- Understanding Macros
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- Modifying Existing Macros

Learning Unit 2: VBA Basics

- Visual Basic Editor Environment
- Learning about Objects & Property

Learning Unit 3: VBA Programming Novice

- Variables, Data Type & Constants
- Procedures, Functions and Constructs

Learning Unit 4: VBA Programming Senior

- Error Handling
- Using Custom Functions

Learning Unit 5: VBA Programming Graduate

- Introducing UserForms
- Excel Events