CPA Australia Ltd - Greater China Division
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CPA CPD

Excel 2007: Introduction to VBA

9 CPD Hours

Speaker: Experienced Instructor from Eastbridge Business Institute

Dates	:	Wednesdays, 17, 24 & 31 March 2010
Time	:	6:30 pm - 7:00 pm (Registration) 7:00 pm - 10:00 pm (Workshop)
Venue	:	Graceyard Education Centre 2/F Nathan Tower 518-520 Nathan Road, Yau Ma Tei (near Yau Ma Tei MTR station, Exit D)
Language	:	Cantonese, supplemented with English
Fee	:	HK$1,500 Member (for 3 sessions) HK$1,750 Non-Member (for 3 sessions)
Certification	:	Certificate of Attainment will be issued to participants who have completed each individual session

CPA Australia CPD coupon does not apply to the above workshop

VBA stands for Visual Basic for Application. By learning to use VBA, you can simplify your work process in the Excel environment by automating many of the repetitive tasks involved with spreadsheet development.

Upon successful completion of this course, you will be able to develop macros, format worksheets, create an interactive worksheet, work with multiple worksheets and perform useful calculations.

This course is designed for Excel VBA users who have worked with earlier versions of Microsoft Office Excel, ideally Microsoft Office Excel 2003, and who have upgraded to Microsoft Office Excel 2007.

Course Outline:

- Developing, editing and debugging Macros
- Creating a Macro with the Macro Recorder
- Customising Toolbars, Menus and Hotkeys
- Formatting worksheets and text, inserting rows, columns and text
- Duplicating data and generating a report
- Creating an interactive worksheet
- Determining Dialog Box Type
- Capturing user input
- Working with multiple worksheets including insert, data copy and renaming worksheets
- Modifying the order of worksheets and printing worksheets
- Performing calculations and creating user-defined functions
- Automating SUM Functions

Enrolment Form (Fax No. +852 2832 9167)

Enrol for multiple workshops

Full Name: (Mr/Miss/Ms/Mrs) (Surname) _____ (Given name) _____

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Mailing Address: _____

Daytime Tel No.: _____ Daytime Fax No.: _____ Email: _____

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