



## Microsoft Excel Macro / VBA (Advanced)

### Introduction

In Microsoft Excel, in order to automate many of the repetitive tasks that are part of spreadsheet development, you can simplify your work by creating macro using Excel VBA (Visual Basic for Applications) This course will cover in depth on VBA such as create user form application, design your own toolbar, shortcut menu, add-ins and help menu, apply VBA in Excel chart and pivot table for powerful data analysis result. You will be able to use the skills you learn to apply in your real life projects to fit your professional needs.

### Who Should Attend

This course is designed to help anyone who like to learn in depth of Microsoft Visual Basic for Applications to transform raw data into meaningful information and to apply in various scenarios.

### Prerequisites

Delegates enrolling in this course should understand the basics of Windows. They should already have experience working with Microsoft Excel Macro or attended Tasks Automation with Microsoft Excel Macro course.

### Date, Time & Venue

Date : **Feb 26-27, Apr 9-10, June 25-26, 2009**

Time : 9.00 a.m. – 5.00 p.m.

Venue : Suite 37-8,  
The Boulevard, Midvalley City,  
Lingkar Syed Putra,  
59200 Kuala Lumpur.

Fees : RM 1100 per participant (Member)  
RM 1250 per participant (Non-Member)

***(Fees include course materials and refreshments. Lunch is not provided).***

Registration is on a first-come-first-served basis. Cheques made in favour of the **FMM Institute** should be forwarded one week before the programme. Completed registration form faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.

There will be no refund for cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 to 6 days and full refund for cancellation 7 days prior to the programme. However, replacement can be accepted at no additional cost. *The FMM Institute reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of the changes.*



## Day 2

### Module 5: Creating Custom Toolbars

- Command bar
- Toolbar manipulations
- How excel handles toolbars
- Storing toolbars
- Manipulate toolbars and buttons manually
- Manipulate the commandbars collection

### Module 6: Creating Custom Menus

- Excel menu bar
- Work with events
- Create a substitute worksheet menu bar
- Work with shortcut menus

### Module 7: Creating And Using Add-Ins

- What is an add-in
- Understanding excel's add-in manager
- Creating an add-in
- Installing the add-in
- Distributing the add-in
- Modifying the add-in
- Comparing xla and xls files
- Accessing vba procedures in an add-in
- Manipulating add-ins with vba
- Optimizing the performance of add-ins
- Special problems with add-ins

### Module 8: Working With Pivot Tables

- Create a pivot table
- Examine the recorded code
- Clean up the recorded code
- Create a more complex pivot table
- Create a pivot table from an external database
- Create multiple pivot tables
- Modify pivot tables

### Module 9: Providing Help For Your Applications

- Help for your excel applications
- Help systems that use excel components
- Using the winhelp and html help systems
- Associating a help file with your application
- Other ways of displaying winhelp or html help

# INSTRUCTOR'S PROFILE

## JACQUELINE WONG JEE CHUAN

### ACADEMIC/PROFESSIONAL QUALIFICATIONS

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Advanced Diploma in Computer Studies  
Informatics College  
Microsoft Certified Professional (MCP)

### CURRENT/PAST WORKING EXPERIENCE

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#### **MCSB Education Services – Training Manager (1999- Present)**

Conduct training on Microsoft and Novell courses and provide technical support for internal staff and corporate customers. Also provide backup support for other Divisions in system integration and application development projects.

#### **Rockwill Corp. Sdn. Bhd – Senior IT Executive (1997-1999)**

System administrator for the entire company. Conducted training on application software namely Microsoft Office for internal staff and provided support as well as training for customers on customised will-writing software.

#### **Alpha Management Services Sdn. Bhd – Computer Assistant (1996-1997)**

Helped to setup and manage the entire computer network within the company. Provided support to customers on customized insurance systems.

### CERTIFIED INSTRUCTOR FOR

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Microsoft Windows 95, 98, ME, 2000 and XP  
PC and Windows Appreciation  
Introduction to Internet  
Microsoft Internet Explorer  
Netscape Communicator  
Basic IT Skills for Managers  
Introduction to Networking  
Microsoft Office Suite  
Microsoft FrontPage  
Novell NetWare 4.11, 5 and 5.1 Administration  
Microsoft Windows 2000 Network and Operating System Essential  
Implementing Microsoft Windows 2000 Professional and Server  
Implementing and Administering Microsoft Windows 2000 Directory Services

## **CHAN PHOOI LAI**

### **ACADEMIC / PROFESSIONAL QUALIFICATIONS**

Bachelor of Economics, Majoring in Accounting  
*La Trobe University, Australia*

Graduate Diploma in Business in Computing  
*Monash University, Australia*

### **CURRENT / PAST EXPERIENCE**

#### **Pentawise Sdn Bhd – Training Consultant (2004 – Present)**

Training up new trainers and developing new courses as well as customizing courses accordingly to the needs of customers. Conduct training on Microsoft applications with emphasis on courses for financial professionals. Been running classes for MIA (Malaysian Institute Of Accountant) since freelancing time.

#### **Freelancer – Training Consultant (2000 – 2004)**

Conduct customized courses for customers especially those in Finance sectors.

#### **MCSB (M) Systems Bhd – Training Consultant (1996 – 2000)**

Conduct training on Microsoft courses, with emphasis on Visual Basic programming and Visual Basic for Applications. Provide technical support for internal staff and corporate customers. Develop course notes for Microsoft desktop application courses.

#### **Glass Onion – Software Training Instructor (1995-1996)**

Developed notes for basic IT courses. Conducted IT training and provided system support for corporate customers.

#### **A.T.I. Coburg, Australia – Account Assistant**

Assisted in all accounting activities, such as handling invoicing, petty cash, journals, double-entries and printing of reports for management.

### **INSTRUCTOR FOR COURSES**

Introduction to Internet  
Netscape Communicator  
Microsoft Internet Explorer  
Microsoft Windows  
Microsoft Word  
Microsoft PowerPoint  
Microsoft Project  
Microsoft Publisher  
Microsoft Visio  
Microsoft Excel for Financial Professionals  
Analysing Financial Data with Microsoft Excel  
Expanding Microsoft Excel Charts  
Microsoft Excel Functions and Formulas  
Tasks Automation With Microsoft Excel VBA Macro  
Microsoft Excel VBA Programming  
Microsoft Access VBA Programming  
Microsoft Visual Basic programming

**Note: Either Ms Jacqueline Wong Jee Chuan or Ms Chan Pooi Lai will facilitate the programme.**

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**FMM Institute ICT Training Programme**

***Microsoft Excel Macro / VBA (Advanced)***

The Senior Manager  
FMM Institute  
Wisma FMM, 2<sup>nd</sup> Floor, No. 3, Persiaran Dagang  
PJU 9, Bandar Sri Damansara, Kuala Lumpur  
Attn: Mr Kavi / Ms Amy      Fax No: 03-62776712

*Please tick accordingly:*

**Feb 26-27**     **Apr 9-10**     **June 25-26**  
 **SBL**       **Non-Contributor**

Dear Sir/Madam,

Please register the following participant(s) for the above programme:  
(To be completed in BLOCK LETTERS)

1. Name ..... Designation .....  
Nationality ..... IC No. ....
2. Name ..... Designation .....  
Nationality ..... IC No. ....

*(Please use a separate sheet for additional participants)*

Submitted by ..... Designation ..... E-mail .....

Company .....

Address .....

Tel ..... Fax ..... FMM Membership No. ....

PSMB Employer Code No. .... Date .....