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Advanced Visual Basic For Excel 2010/2013

Course Description

This 2 days course is a follow-up course to our Visual Basic Excel 2010/2013 Course. Participants who wish to learn how to automate Excel advance features like PivotTables, Pivot Charts, Dashboard and Window File Dialogs. This course also teaches Automatic sending email within Excel, automate printing, set timer to run VBA macros, retrieve data from Access and import/export data to Microsoft Office like Word and Outlook Address Book.

Course Objective:

Participants will be able to extend your VBA excel macros to PivotTable, Sorting, Filtering, create Dashboard, PivotCharts and learn how to retrieve data from Access and import/export data to Microsoft Word and Outlook Address Book.

Prerequisite:

Prior knowledge in VBA Excel 2007/2010/2013 is mandatory – Branches and Conditional Looping, How to manage errors in VBA Excel and Procedures & Functions in VBA Excel.

Certificate Of Attendance :

Certificate Of Attendance will be awarded to participants completing the course achieving minimum 75% attendance.

Who should enroll in this course

Participants who are keen to extend their VBA Excel Programming knowledge further in the area of PivotTable, PivotCharts, filters and sorting, automated email sending of forms/excel spreadsheet, importing/export from database software like SQL Server, SAP to perform data analysis,etc.

Training Duration:

Full-time: 2 Days / 2 Sats Time : 9.30am to 5.30pm
Part Time: 4 Sessions Time : 7pm to 10pm (twice a week)

Course Fees :

Course Fees : S\$799
Regn Fees : S\$25
(All Fees subject to GST 7%)

DETAILED COURSE OUTLINE

Lesson 1 : VBA Worksheet Data with Events

- Introduction to Event Procedure
- Enabling and Disable Events
- Event Sequences
- Worksheet Events
- Introduction to Event Procedure
- Enabling and Disable Events
- Event Sequences
- Worksheet Events
- Workbook Events
- PivotTable Events
- Other Excel Events like onTime, OnKey method

Lesson 2 : Data Visualizations and Conditional Formatting

- Adding Data Bars to a Range
- Adding Color Scales to a Range
- Adding Icons sets to a Range
- Other Conditional Formatting Methods

Lesson 3 : File and Folder Manipulation with VBA

- Manipulating File and Folders
- Changing the name of a file or folder
- Checking the Existence of a File or Folder
- Creating and Deleting Folders
- Copy Files and Deleting files

Lesson 4 : Excel Dialog Boxes

- Excel Dialog Boxes
- File Open and File Save As Dialog Boxes
- Filtering Files
- Selecting Files

Lesson 5 : Printing from Excel Using VBA

- Controlling Page Setup
- Controlling Page Layout, Margins, Header/Footer and Sheet Tabs
- Retrieving Current Values from Page Setup Dialog Box
- Print Previewing a Worksheet
- Changing the Active Printer
- Disabling Printing and Print Preview
- Using Printing Events

Lesson 6 : Creating Dashboard Excel 2010

- Creating Sparklines
- Scaling the Sparklines
- Formatting Sparklines
- Formatting a Win/Loss Charts
- Creating a Dashboard
- Creating Individual Sparklines in a Dashboard

Lesson 7 : Using Excel VBA to Interact with Office Applications

- Using the CreateObject Function
- Creating a New Word Document Using VBA
- Opening an Existing Word Document
- Using the New Keyword

Lesson 8 : Emailing from Excel Using VBA

- Configuring VBA Excel to automate sending Email even if Outlook is closed.
- Using VBA Excel to email Ranges
- Using VBA Excel to email Worksheets or Selected Worksheets
- Using VBA Excel to email Workbooks
- Using VBA Excel to send attachment even if Outlook is closed
- Mass email Using VBA Excel

Lesson 9 : Using Excel VBA to retrieve Access Database

- Connecting to an Access Database
- Opening an Access Database
- Performing Access Tasks from Excel
- Retrieving Access Data into an Excel Worksheet

Lesson 10 : Programming PivotTables and PivotCharts

- Building a PivotTable in Excel VBA .
- Creating and Configuring PivotTable
- Creating a PivotTable Report from an Access Database
- Adding Fields to the Data Area
- Formatting, Grouping and Sorting a PivotTable Report
- Filtering a Data Set in Pivot Tables
- Creating a PivotChart Report Using VBA
- Understanding Slicers(Excel 2010)
- Working with Slicers using VBA