

Tasks Automation with Microsoft Excel Macro VBA (Fundamental & Intermediate)



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Microsoft Excel VBA (Macro) introduces users to the fundamentals of VBA (Visual Basic Application) concepts that are practical in any environment and everyday tasks using Microsoft Excel. This programme aims at helping the participants in reducing repetitive work, have more time to do work analysis and get consistent results at a much greater speed. With Macro, anybody can execute the task and get the same results you would get. This programme is recommended for heavy users of Microsoft Excel especially professionals who have made Microsoft Excel an indispensable tool at work.



Date and Time

8 - 9 May 2023
Monday to Tuesday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Ms. Chan Phooi Lai

COURSE CONTENTS



WORKING WITH MACRO

THE BASICS OF VBA

UNDERSTANDING VBA



THE RANGE OBJECT

VARIABLES



CONTROL STRUCTURES

APPLICATION OF
MACRO

Introduce our Trainer

Chan Phooi Lai

Ms Chan Phooi Lai has over 12 years of experience conducting IT training programs. She specializes in developing IT courses tailored to financial professionals, particularly in the Microsoft Excel software. Ms Chan has trained more than 1500 financial professional over her 12 years working experience as a trainer and consultant. Ms Chan was involved in financial tasks in ATI Coburg, Australia prior returning to Malaysia.



Click/Scan
for enquiry



Contact Us



Centre for Continuing and
Professional Education

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training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>



REGISTRATION FORM

Fees: Public RM 954.00 per participant (inclusive of 6% Service Tax) TAR UMT Student/Alumni RM 763.20 per participant (inclusive of 6% Service Tax)

The Manager
TARC Education Foundation (1033820M)
Tunku Abdul Rahman University of Management and Technology (TAR UMT)
TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

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

1	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>
2	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from **HRD Corp** under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name : <input type="text"/>	Designation : <input type="text"/>	Department: <input type="text"/>
Email : <input type="text"/>	Telephone No. : <input type="text"/>	Mobile No. : <input type="text"/>
Company Name: <input type="text"/>	Company Registration No. : <input type="text"/>	
Company Address : <input type="text"/> <input type="text"/> <input type="text"/>	Company Stamp & Signature : <input type="text"/>	Date : <input type="text"/>