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

TAR UMT
TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

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
22 - 23 November 2023
Wednesday to Thursday
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
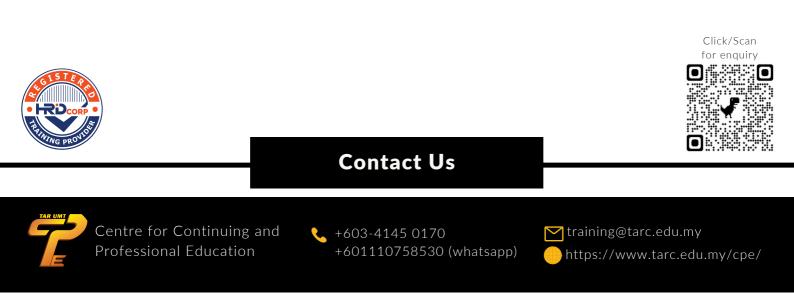
THE RANGE OBJECT

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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+601110758530 (whatsapp)

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

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

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur
Date: 22-23 November 2023 (9.00 am - 5.00 pm)

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 : _____
IC No. : _____
Nationality : _____

Email: _____
Mobile No. : _____
Designation : _____

②
Name : _____
IC No. : _____
Nationality : _____

Email: _____
Mobile No. : _____
Designation : _____

(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 worskshop 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 : _____
Designation : _____
Department: _____

Email : _____
Telephone No. : _____
Mobile No. : _____

Company Name: _____
Company Registration No. : _____

Company Address : _____
Company Stamp & Signature : _____
Date : _____