



SDF Funding

Employers who wish to apply for SDF funding must submit the SDF Form 1 to SDF at least one working day before course start date.

Download the form at www.sdf.gov.sg or request for a copy by calling the SDF Hotline on 68835885.

Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at www.ite.edu.sg/cet/sc/online.htm
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to 'Institute of Technical Education. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

Withdrawal & Deferment

Withdrawal or deferment notice must be made in **writing**:

- 2 weeks or more before course start date - Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

VISUAL BASIC FOR MS EXCEL – INTERMEDIATE LEVEL

Objective

To delve deeper into programming Excel which is not covered in basic level course.

Who Should Attend

For working adults who wish to write simple programs to automate MS Excel

Content

- Use different scopes of variables
- Manipulate dates and date variables
- Write user-defined functions
- Write user-defined functions with argument passing
- Use the Message Box in problem-solving
- Use the Inputbox in problem-solving
- Use the While Loop in problem-solving
- Use arrays in problem-solving
- Use Excel Dialog Boxed in problem-solving
- Manipulate files and folders
- Create custom menus and toolbars
- Link Excel to a Database file

Entry Requirement

Must have knowledge in the fundamentals of programming MS Excel using Visual Basic. Preferably completed the Visual Basic MS Excel - Basic Level course.

Course Details

- Duration : 30 hours (10 hands-on sessions)
- Total fee : \$470 (inclusive of GST and registration fee) (SDF Funding is available)
- Schedule : See our website for details or call us for more information