



## SDF EasyNet Funding

SDF funding is available at:

- \$2.00/trg hour for non-SMEs;
- \$4.00/trg hour for SMEs\*.

If you are eligible for SDF Funding, the Non-SME fee will be \$340 (\$280 if your company is an SME). Visit [www.sdf.gov.sg](http://www.sdf.gov.sg) for more information.

\*Small & Medium Enterprises (SMEs) are companies with at least 30% local ownership, have an employment size of not more than 200 and with Fixed Asset Investment (FAI) of not more than \$15m.

## Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at [www.ite.edu.sg/cet/sc/online.htm](http://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 - BASIC LEVEL

## Objective

To make use of Visual Basic functions to convert tedious manual tasks into one click of a button, and to use Userforms for user interactive interfaces.

## Who Should Attend

For anyone who uses MS Excel for whatever purpose, whether in their work or studies. Participants should have basic computer knowledge.

## Content

- Introduction
  - Advantages of Programming
  - The VBA Code Editor
- The Excel Object Model
  - Using Properties and Methods
  - The Workbook & Worksheet Object
- VBA Syntax Fundamentals
  - Constants & Variables
  - Data Validation
- Types of Operator
  - Numerical operators
  - String Operators
  - Logical (Boolean) Operators
  - Comparison Operators
  - Operator Precedence
- Important Programming Constructs
  - The If..Then Statement
  - The Select Case Statement
  - The For..Next Statement
  - The For..Each Statement
  - Counters
- Use of Boxes and String
  - Textbox, Message Box & Input Box
  - Search for Strings
  - Comparing Strings
  - String Functions
- Creating Userforms
  - Labels, Textboxes, Commandbuttons
  - Options Buttons and Frames
  - Checkboxes, Scrollbars, Spinbuttons
  - Listboxes, Comboboxes, Imageboxes
- Working with Columns Rows, and Cells

## Course Details

- Duration : 30 hours (10 sessions on hands-on training)
- Total fee : \$400 (inclusive of GST and registration fee) (SDF Funding is available)
- Schedule : See our website for details or call us for more information