



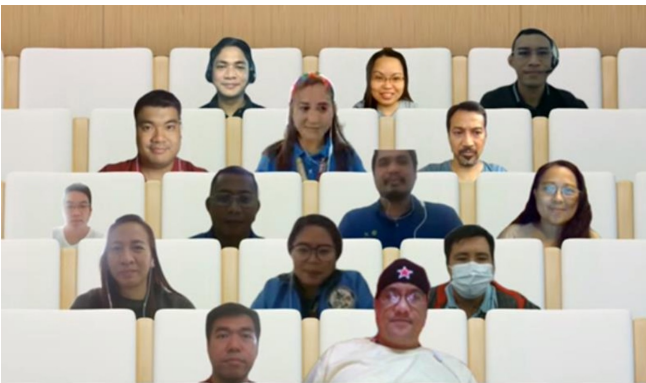
About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants- no intermediary parties who just add costs to the training delivery.



• Other courses offered:

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training
- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training
- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

Just some of our Clients:



Avida
an AyalaLand company



CEBUANA
LHUILLIER



MAGSAYSAY



BPI / MS Insurance Corporation



We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati



Outline

Macros and VBA Programming for MS Excel



This training contains the essential of VBA knowledge. It prepares the user to explore more advanced techniques in VBA. There will be several exercises to apply the new skills learned every chapter.

Participants will be able to automate reports to improve efficiency, lessen errors, and lessen the impact to productivity when a skilled person resigns.

I. Macro Recording

- A. Creating Macros
- B. Exploring Macro Security
- C. Recording and Running a Macro
- D. Using Relative Reference
- E. Assigning a Macro to Buttons
- F. Using Macro Recording to Create VBA Codes

II. Introduction to VBA

- A. Exploring the VBA Interface (Overview)
- B. VBA Terminologies
- C. Exploring the Properties Window
- D. Exploring the Code Window

III. Programming Basics

- A. Essential VBA Codes
 - i. Different Ways of Calling Cells in VBA
 - ii. Creating Basic Modules
 - iii. Objects, Properties, and Actions
 - iv. Using OFFSET: Making the Cursor Move
- B. Dealing with Rows, Columns, and Sheets
 - i. Deleting Rows
 - ii. Inserting Rows
 - iii. Tasks Related to Sheet Object

IV. Control Structures

- A. Applying Decision Structures
 - i. If, Then, Else Statement
 - ii. If, Then, ElseIf Statement
 - iii. Performing Validations using IF Statements
- B. Solving Repetitive Tasks with Loop Structures
 - i. For, Next Loop
 - ii. For Each, Next Loop
 - iii. Do Until, Loop
 - iv. Overview: Do While Structure
- C. Applying Control Structures in VBA Programs
- D. Combining Loop and Logic Structures

V. Creating Your Own Functions

- A. Using VBA to Create Functions
- B. User-Defined Functions
- C. Using MS Excel Functions in VBA

VI. Creating Userforms and Userform Events

- A. Adding UserForms
- B. Adding Form Elements
- C. Coding Userform Actions
- D. Using VBA to Program Userforms

VII. Error Handling

VIII. Creative Automation Exercises in VBA