

Course Outline - Creative Excel Macro Course

Instructor: Kenneth Tan

Email/Phone: Kennethtck@yahoo.com.sg / 91785848

Company Name: Plus Learning Hub

Address: 1 Park Road, #04-45 People Park Complex. Singapore 059108

Audience

Active Microsoft Excel users. Planner, Buyer, HR and Admin personal, especially Accounting and Financial staff.

Course duration and fees

30 minutes of online learning with 2 full days (15 hours) of class room coaching session. The course fee is claimable by Singapore Skills future amount to S\$360 (S\$180 per day).

Objective of the course

The course is designed for active Excel users with zero programming knowledge in knowing the powerful of Excel Macro and the easy way to apply the skill to your daily reporting tasks and help to improve the productivity.

Learning Outcome

1. Understand the important and benefit of MS Excel Macro
2. Basic knowledge of Excel Macro, as listed in outline 1 and 2.
3. Learn the technique to better apply and enhance the practicality of Macro.
4. Automation the process to increase the efficiency of Excel Macro.
5. Case study of redesign of workflow to achieve completing the report with 1 click.
6. Project to apply what was learned to learner's own reporting task.

Two full day course outline

1. **Different method in create, modify, copy, run, delete and save macro.**
 - a. [Learn Macro Recorder and Relative References](#)
 - b. [How to check for error and edit it.](#)
 - c. [Run Macro using shortcut key or button](#)
 - d. [How to copy, delete and save Macro](#)
2. **Learn how to read macro language to facilitate the modification of recorded macro to achieve your objective in replacing your repetitive Excel task by Macro.**

- a. Learn how to read Macro language is essential which allow you to pick up the appropriate Macro command from the database. This is because some useful commands are not able to generate from the Excel's Macro Recorder.
 - b. How to make use of the Macro command database and continue adding your own command for future usage.
- 3. Through hand on case study to master the technique to enhanced the practicality of recorded macro. This helps learners in applying what they learned into their daily Excel reporting tasks.**
 - a. The course comes with lots of hand on practice and case study to allow learners to explore the possibility of applying on their daily reporting tasks.
 - b. You will be learning some technique to enhance the practicality of the recorded Macro from Excel's Macro Recorder.
- 4. Learn how to automate the macro to increase the efficiency of using macro.**
 - a. You will learn how to automate your Macro to increase the efficiency of the recorded Macro from Excel's Macro Recorder.
- 5. Case study on how to redesign the reporting workflow by combining Excel function and Macro to achieve by completing their report with a click on Macro.**
 - a. Learn how to redesign your workflow to improve the reporting work flow which allows Macro to complete the reporting task with a click of the Macro.
- 6. Your project: apply what you learned to you daily Excel task.**
 - a. You will have a chance to apply what you learned to one of you Excel task or report. Share with the class and will work together to improve it.
 - b. You can learn from other, if you do not have your project.