

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- Computer per delegate with pre-loaded software
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

www.astrotech.co.za

MACROS AND VBA FOR EXCEL: UNLEASH THE POWER IN YOUR PC

★ COURSE OVERVIEW

Using Macros and VBA in Excel can help you dramatically improve the usability and efficiency of your spreadsheets. While formulas and functions are great tools, macros takes things to a whole new level particularly for repetitive tasks and regular report. Learn how you can transform your excel spreadsheets by attending AstroTech's course entitled "Macros and VBA for Excel: Unleash the Power in your PC".

Course topics include:

- Automating tasks that you perform frequently such as:
 - Formatting
 - Reporting
 - Data extraction from multiple sheets
- Creating buttons and customising toolbars
- Using the Excel Macro recorder
- Understanding the limitations of the Macro recorder
- Editing, debugging and running Macros
- Understanding VBA
- Understanding the Visual Basic editor
- Create a Macro by using VBA
- Learn about Macro security
- Utilise multiple Worksheets with ease
- Create user defined functions
- VBA Programming concepts including Projects, Modules, Objects and Methods
- Using debugging tools on recorded code
- and Much More!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Finance Personnel and Managers
- Data Administrators, Professional and Managers
- Project Managers and Engineers
- Analysts
- Anyone working extensively with Microsoft Excel
- Attendees should have a reasonable working knowledge of MS Excel

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Learn how to Automate Tasks in Excel
- Understand the difference between Macro recording and VBA and when to use which
- Understanding how to do simple VBA Programming
- Dramatically improve efficiencies in the office relating to Excel
- Apply your knowledge of Macros to other MS Office Products such as Word and PowerPoint

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.