

**It's all about  
Automation!**



# **Automation using Excel (VBA)**

**IBF Accredited Course  
SkillsFuture Claimable**

This course is designed for learners who wish to render complex tasks simple and enables companies to quickly and accurately repeat processes that conserve time, money, and effort.

**Course Fee (Before Funding): \$400 (excl. GST)  
Course Fee (After Funding): \$68 - \$148 (incl. GST)**

**Start your automation journey  
with us.**

**Course Duration**  
**8 hours**



## What You'll Learn

This course is designed for learners who wish to render complex tasks simple and enables companies to quickly and accurately repeat processes that conserve time, money, and effort. Automation is also the key to updating legacy business processes (and systems) in a way that seamlessly works with contemporary ones for detailed analytics, data science, and Business Intelligence.

This course provides participants with the knowledge and skills to work VBA and develop automation macros on Excel. Being able to perform automation on Excel allows tasks to be simplified and processes to be made more efficient. Through this course, participants can learn that VBA is a powerful tool on Excel for Automation and can help simplify processes efficiently at a small scale.

## Pre-requisites

Workplace Literacy (Advanced Literacy) Level 4-5

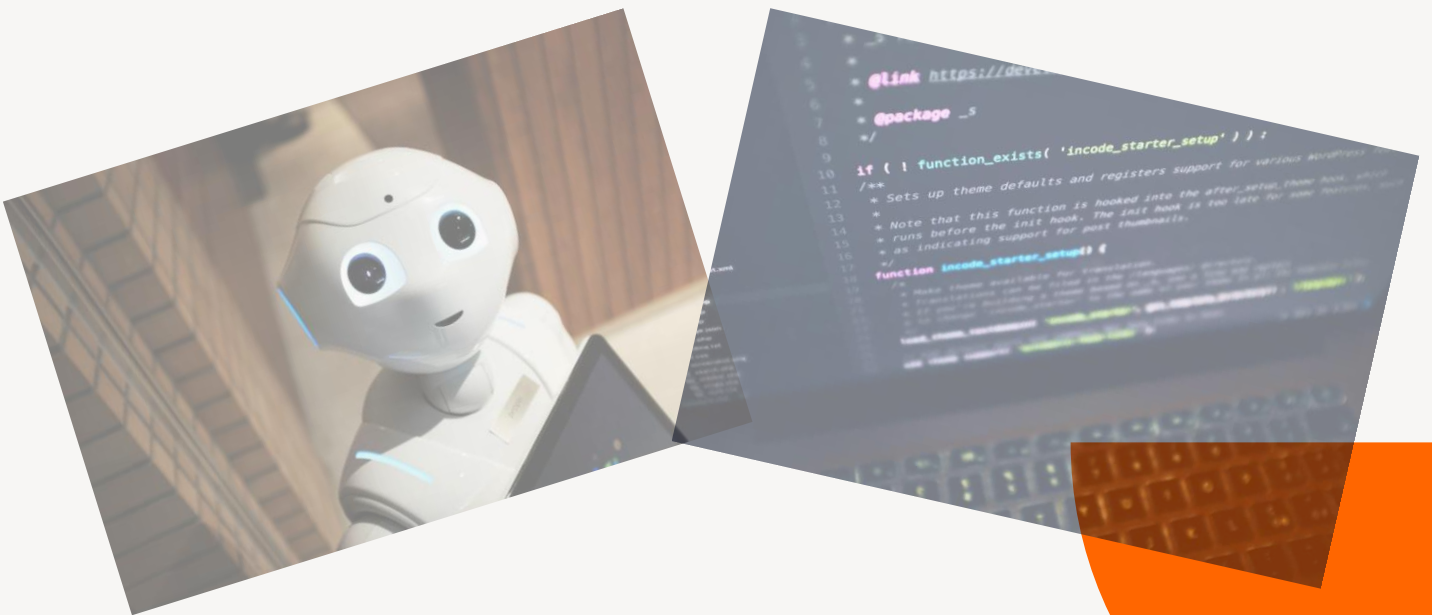
Basic English Literacy

Basic knowledge of Excel would be beneficial

# Key-Takeaways!

After going through the course, participants will:

- Be able to create simple automation flows on Excel
- Be able to make processes more efficient
- Be able to write simple VBA code to build macros
- Use components on Excel to build forms and controls for automation
- Experience varying business cases from different perspectives



# Course Outline

## Module 1: Introduction to Automation

In this module, learners will get a brief historical evaluation and introduction to Automation. They will also understand when and why businesses choose to use automation and how the processes can be enhanced using automation.

- What is Computational Thinking?
- Introduction to Automation
- Why is Automation important to organizations
- How is Automation currently used in organizations
- Why Excel is an important tool for Automation
- Key Metrics to Measure your Digital Transformation Progress

## Module 2: Spreadsheet Automation using Excel Macro

In this module, learners will learn to use macros and how to record using macros.

- Excel Macro Recording
- What is VBA?
- How to Build a Macro with Visual Basic for Applications
- Automation using Excel Power Query
- Basic Troubleshooting

## Module 3: Automation Tools for Business Use

In this module, the learners will learn about various automation tools in the market.

- Integrating Technology into the Organization
- Workflow Automation
- Automation Tools for Business Use

## Funding Information (From 3<sup>rd</sup> Oct to 31<sup>st</sup> Dec 2022)

	For Singaporeans below 40 & Singapore PR of all age groups <b>(70% Funding Support)</b>	For Singaporeans 40 and above <b>(90% Funding Support)</b>
Original Course Fee	\$400	\$400
7% GST	\$28.00	\$28.00
Funding Support	\$280.00	\$360.00
<b>Total fee payable</b>	<b>\$148.00</b>	<b>\$68.00</b>

*\*Participants need to clear the assessment and acquire the minimum attendance to be eligible for the funding*



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