



MS® Excel Macros Training Course Brochure

1 Day Practical Workshop



Contents

Course Overview	2
Why Choose DCM Learning	3
Course Objectives & Benefits	4
Course Content	5
Trainer Profiles.....	6
Who We Work With	8
Contact Details	9



The Right Fit.....For You

Learn how to automate your most repetitive tasks at the push of a button with Excel macros. In this course, you will learn how to create powerful macros and really make Excel work for you.

The aim of this course is to give learners a thorough grounding in Excel Macros VBA. It uses multiple exercises to ensure that learners can practice the key techniques that are taught.

Our aim is that each learner leaves the course as a confident, albeit inexperienced, Excel programmer and can start automating spreadsheets as soon as they return to the office.

During the course learners will look at recorded macros, the macro editor, using and defining variables, creating custom forms and working with the various objects within Microsoft Excel.

Our trainer will work with you to tailor a course that covers the topics that are relevant to your team. We can incorporate your existing worksheets into the training if needed.

Below you will find a proposed course outline.

Our trainer will also work with you before the course to get your input and tailor the content as needed.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



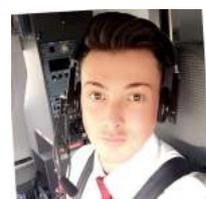
"We are all very happy with the training carried out last week & will definitely be in contact in the future"

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

Specific reasons to choose DCM:



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Experienced: We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by the following national and international certification bodies.



You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





MS Excel Marcos Training

COURSE OVERVIEW

The aim of this course is to give learners a thorough grounding in Excel Macros VBA. It uses multiple exercises to ensure that learners can practice the key techniques that are taught.

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LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Use the Macros recorder
- Understand VBA and the use of VBA editor
- Use Excel Objects such as Application Methods & Properties; Workbook Methods & Properties
- Understand how to create a Custom Form and add a Text Boxes
- Use Application Methods & Properties and Workbook Methods

TOPICS COVERED

- Recorded Macros
- Understanding VBA
- Understanding VBA Editor
- Using Variables
- User-Defined Functions
- Using Excel Objects
- Programming Techniques
- Creating Custom Forms



Padraig O'Connor

Training Associate

Padraig is a highly experienced, knowledgeable, and highly accomplished training and coaching Professional. He has previously worked in the Telecommunications and Software Development Sectors fulfilling Senior Technical, Project Management and Line Management Roles in large multinational companies.

Padraig's training delivery approach is highly engaging and structured yet dynamic; affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

Padraig's areas of expertise include MS Excel at Introductory, Intermediate and Advanced, MS PowerPoint, Excel Financial Modelling, Prezi and Technical Writing.

Some of Padraig's qualifications and affiliations include:

- B. Eng (Hons) In Electronic Engineering (DCU)
- Dip in Business, Executive and Personal Coaching
- Advanced ECDL Expert
- Certified Scrum Master
- Holds memberships of Engineers Ireland, The British Psychological Society, Association for Coaching, The Teaching Council and The Scrum Alliance



Joe O'Connor

Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor



Inhouse Training, One Size Doesn't Fit All.

Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

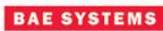
Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

- ☎ 01 5241338
- ✉ dublin@dcmlearning.ie
- 📍 Guinness Enterprise Centre

CORK

- ☎ 021 2429691
- ✉ cork@dcmlearning.ie
- 📍 Atrium Business Centre
Blackpool Business Park

DROGHEDA

- ☎ 041 9865679
- ✉ drogheda@dcmlearning.ie
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Co. Louth