



Bankers Institute of the Philippines, Inc. (BAIPHIL)

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Bankers Institute of the Philippines, Inc. (BAIPHIL)

Cordially invites you to the two-day Seminar on:

Macros Training for Bankers

Speaker: Ms. Maria Anna Masindo - Whole Brain Training

Overview:

Microsoft Excel is an extremely powerful tool that you can use to manipulate, analyze, and present data. Sometimes though, despite the rich set of features in the standard Excel User Interface (UI), you might want to find an easier way to perform a mundane, repetitive task, or to perform some task that the UI does not seem to address. Fortunately, Office applications like Excel have Visual Basic for Applications (VBA), a programming language that gives you the ability to extend those applications. VBA works by running Macros, step-by-step procedures written in Visual Basic. Once you have learned VBA, it becomes much easier to learn a whole lot more – so the possibilities are limitless.

Topics covered:

- Recorded Macros
- Tagging Macros
- Understanding VBA – Programming Language
- Using the VBA Editor
 - The VBA Editor
 - Opening & closing the Editor
 - Working with the Project Explorer
 - Working with the Properties window
 - Working with and Work Area
 - Working with A Code Module
 - Setting Breakpoints in the Editor
- Using Variables
- Using Excel Objects
- Programming – Functions, Statements and Structures
- Programming User Forms
 - About Custom Forms
 - Handling Forms Events
 - Project Transferring Dara From A Form
 - Running Form

**Note: Please bring your own Laptop*

Schedule:

March 12-13, 2020 (Thursday-Friday); 8:30 A.M. to 5:00 P.M.

Venue:

Dusit Thani Manila, Ayala Center, Makati City.

Registration:

Please complete the Registration Form below and send it to training@baiphil.org or fax to (02)8853-0889. Registration form received will serve as notice for reservation only.

Registration Form:

Full Name : _____
First Name M.I Surname

Nick Name: _____ Email Address: _____

Telephone no.: _____ Cellphone no.: _____

Designation: _____

Department: _____

Sponsoring Bank/ Institution: _____

<p>How did you know about this program? <i>(please check appropriate box)</i></p> <p> <input type="checkbox"/> Email from BAIPHIL <input type="checkbox"/> Program Handout <input type="checkbox"/> BAIPHIL Website <input type="checkbox"/> BAIPHIL Facebook page <input type="checkbox"/> Others, please specify _____ _____ </p>	<p>REMARKS <i>(on nominees specific & immediate training needs, potentials, etc.)</i></p> _____ _____ _____ _____ _____ _____
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<p>Signature of Nominee:</p> _____ <p style="text-align: center;">Signature Over Printed Name</p>	<p>Recommended by:</p> _____ <p style="text-align: center;">Signature Over Printed Name</p>
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Registration Dues:

Php9,000.00 / participant for Member Banks

Php10,000.00 / participant for Non-Member Banks

(Inclusive of AM Snack, Lunch, PM Snack, Certificate of Attendance and materials)

Payment Options:

- Deposit thru our Bank Account:

Account Name: Bankers Institute of the Philippines, Inc.

Name of Bank : Bank of Commerce – Dela Costa/Alfaro Rd.. Br.

Acct. No. : 101-00-004876-4

Please fax or email the deposit slip and indicate the name of your bank, participants and seminar to be attended

- Bring Check Payment on the day of Seminar. (Check payable to Bankers Institute of the Philippines, Inc. or BAIIPHIL)
- Deliver check payment to BAIIPHIL Office at Unit 2103, 21st Floor, The Peak Tower, #107 L.P. Leviste Street, Salcedo Village, Makati City.

Payment should be made on or before the seminar date payable to Bankers Institute of the Philippines, Inc. (BAIPHIL). NO PAYMENT IN CASH DURING THE SEMINAR DAY.

For inquiries, please call the BAIIPHIL Secretariat at (02) 8853-4457 or 8519-2433.

Registration form may be reproduced, and fax at no. (02) 8853-0889 or e-mail at: training@baiphil.org

Cancellation Guidelines :

Deadline of Submission of Registration is March 4, 2020 (Wednesday)

BAIPHIL reserves the right to cancel programs due to low turn-out of registration, illness of resource speaker, inclement weather or unforeseen events. As such, participants to the program or their HR representatives will be advised either through e-mail or by phone, at least five working days prior to the learning event otherwise same shall be billed accordingly.

BAIPHIL is responsible only for the full refund of the registration fee but not for the transportation expense of the participants who have booked their travel in advance.

Should a participant decide to cancel his/her registration, he/she may opt for a refund or transfer his/her participation in the program to another colleague by sending in writing his cancellation or transfer notice to BAIIPHIL. A 100% refund or transfer will be made if the advice is received within five working days before the seminar run.