



Certified Advanced Excel,  
Macros and VBA Professional  
VS-1303

**Vskills Certifications**

Vskills Brochure



Skills for a secure future

# Certified Advanced Excel, Macros and VBA Professional

Certification Code :VS-1303

Excel is the de-facto software used for data collection, analysis and reporting across organizations. It has wide spread usage due to programmatic and automation features like Macros and VBA.

Vskills certification on Advanced Excel, Macros and VBA focuses on developing and certifying your skills in Microsoft Excel, VBA and Macros. The certification helps professionals to not only increase their understanding of advanced concepts of Excel but also on Macros and VBA.

## Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression. The certification helps build your CV and acts as an additional qualification that significantly improves your chances of getting the desired role.

## Who will benefit from taking this certification?

The certification benefits managers, supervisors, executives and those responsible for using Excel for data collection, analysis and reporting activities and looking for a better role by proving their employers the value of their skills through this certification. It also benefits students wanting to improve their skill set and make their CV stronger.

## Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

## Fee Structure

Rs. 3,999/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

# Table of Contents

## **1. MS-Excel Basics**

- 1.1 Workbook and Worksheet
- 1.2 Manipulating Data
- 1.3 Worksheet Formatting
- 1.4 Page Properties and Printing
- 1.5 Excel Formulas
- 1.6 Sort and Filter
- 1.7 Charts

## **2. Advanced Excel**

- 2.1 Excel Cell Referencing
- 2.2 Excel Functions
- 2.3 Excel Formulas
- 2.4 Working with Ranges
- 2.5 The VLOOKUP function
- 2.6 Pivot Table
- 2.7 Advanced Excel Filter

## **3. VBA**

- 3.1 VBA Basics
- 3.2 Variables, Comments, Constants and Data Types
- 3.3 Visual Basic Arrays
- 3.4 VBA Conditional Statements
- 3.5 VBA Loops
- 3.6 VBA objects
- 3.7 Subroutines
- 3.8 Functions
- 3.9 Labels and the On Error statement
- 3.10 VBA and Excel functions
- 3.11 Excel Objects
- 3.12 Excel Events

## **4. Macros**

- 4.1 Recording a Macro
- 4.2 Perform the Macro
- 4.3 Running a Macro
- 4.4 Change macro security settings
- 4.5 Copy a macro module to another workbook
- 4.6 Copying a module from one workbook to another
- 4.7 Assign a macro to a Form or a Control button
- 4.8 Macro Virus Protection

## Certifications

- ▶ **Accounting, Banking & Finance**
  - Certified GST Professional
  - Certified AML-KYC Compliance Officer
  - Certified Business Accountant
  - Certified BASEL III Professional
  - Certified GAAP Accounting Standards Professional
  - Certified Treasury Markets Professional
- ▶ **Big Data**
  - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
  - Certified Cloud Computing Professional
- ▶ **Design**
  - Certified Interior Designer
- ▶ **Digital Media**
  - Certified Social Media Marketing Professional
  - Certified Inbound Marketing Professional
  - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
  - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
  - Certified Fitness Instructor
- ▶ **Hospitality**
  - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
  - Certified HR Compensation Manager
  - Certified HR Staffing Manager
  - Certified Human Resources Manager
  - Certified Performance Appraisal Manager
- ▶ **Office Skills**
  - Certified Data Entry Operator
  - Certified Office Administrator
- ▶ **Project Management**
  - Certified Master in Project Management
  - Certified Scrum Specialist
- ▶ **Real Estate**
  - Certified Real Estate Consultant
- ▶ **Marketing**
  - Certified Marketing Manager
- ▶ **Quality**
  - Certified Six Sigma Green Belt Professional
  - Certified Six Sigma Black Belt Professional
  - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
  - Certified International Logistics Professional
  - Certified Logistics & SCM Professional
  - Certified Supply Chain Management Professional
- ▶ **Legal**
  - Certified IPR & Legal Manager
  - Certified Labour Law Analyst
  - Certified Business Law Analyst
  - Certified Corporate Law Analyst
- ▶ **Information Technology**
  - Certified Angular JS Professional
  - Certified Basic Network Support Professional
  - Certified Business Intelligence Professional
  - Certified Core Java Developer
  - Certified E-commerce Professional
  - Certified IT Support Professional
  - Certified PHP Professional
  - Certified Selenium Professional
- ▶ **Mobile Application Development**
  - Certified Android Apps Developer
  - Certified iPhone Apps Developer
- ▶ **Security**
  - Certified Ethical Hacking and Security Professional
  - Certified Network Security Professional
- ▶ **Management**
  - Certified Corporate Governance Professional
  - Certified Corporate Social Responsibility Professional
  - Certified Leadership Skills Professional
- ▶ **Life Skills**
  - Certified Business Communication Specialist
  - Certified Public Relations Officer
- ▶ **Media**
  - Certified Advertising Manager
  - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
  - Certified Sales Manager
  - Certified Telesales Executive

& many more job related certifications

Contact us at:  
V-Skills  
011-473 44 723 or [info@vskills.in](mailto:info@vskills.in)  
[www.vskills.in](http://www.vskills.in)