



HKIAAT CPD Programmes

Workshop on “Application of Advanced Microsoft Excel for Productivity”

Speaker : Mr. Alan Law
Mr. Law is currently a Business Operations Manager of a US computer company. Previously he worked as controller and financial planning manager for MNCs from US, UK and Australia.

Date : **Saturday, 21 March 2009 (Part 1)**
Saturday, 28 March 2009 (Part 2)

Time : 2:00pm – 5:00pm

Venue : Rm 1, 9/F., VTC Tower, 27 Wood Road, Wanchai

Max. enrolment : 25

* Prerequisite : Some knowledge on using Pivot tables and macros (including recording macros and modify recorded macros) in Excel preferred.

Fee : HK\$380 for HKIAAT members / students
HK\$400 for non-HKIAAT members / students

* Participants must attend both sessions of the workshop.

Course Contents:

- Ways to organize worksheets in a workbook for better presentation to users and minimize errors in the worksheet.
- Automate the importation of valuable data (e.g. stock prices and financial data) from external/internal websites into Excel for further processing.
- Use of Pivot table/Pivot chart for reporting.
- An introduction to macros/Visual Basic for Application (VBA) in Excel, including some easy-to-learn VBA functions and control statements.
- The combined usage of macros/VBA and Excel's functions for speed and accuracy in accounting routines.

To enroll, please complete the following **enrolment form** together with payment to the HKIAAT before Monday, 16 February 2009.



Enrolment Form for CPD Workshop

(Please read the details of the seminar(s) carefully before you complete this form.)

I. I would like to enrol for the CPD workshop indicated below and enclose **the cheque for the workshop** with a total amount of HK\$_____ payable to "Hong Kong Institute of Accredited Accounting Technicians Limited".

II. Fees for the workshop (Part 1 & 2): HK\$ 380 per head for HKIAAT members / students
 HK\$ 450 per head for non-HKIAAT members / students

* Participants must attend both sessions for the workshop.

	Number of persons	Fee (HK\$)
<input type="checkbox"/> CPD Workshop 7 (Part 1 & 2) "Application of Advanced Microsoft Excel for Productivity" on 21 & 28 March 2009 Enrolment deadline: Monday, 16 February 2009		
	Total (HK\$)	

III. Name: *Mr/Mrs/Ms/Miss _____ (English) _____ (Chinese)

Membership No. / Student Registration No. _____ Telephone No.(Day-time) _____

Address:

E-Mail: _____

Name of guest: *Mr/Mrs/Ms/Miss _____ HKID Card No. _____

E-Mail: _____

 Signature of applicant

 Date

* Delete as appropriate

Notes:

- Return the completed enrolment form together with payment to the HKIAAT before the enrolment deadline for the workshop. Enrolments will be processed on a first-come-first-served basis with priority given to registered members / students. Fees paid will not be refunded if the applicant subsequently withdraws.
- Cheque should be made payable to "Hong Kong Institute of Accredited Accounting Technicians Limited". A surcharge of HK\$110 will be levied on every dishonoured cheque.
- The HKIAAT reserves the right to change the speaker, date, venue and time of the seminar should this be necessary. If the event is cancelled, the admission fee will be returned to participants by mail.