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Module 1 – Macro Basics

- What is a Macro?
- What is VBA
- Displaying the Developer Ribbon Tab
- Recording a Macro
- Storing Macros
- The Personal Macro Workbook
- Using Macro-Enabled Workbooks
- Macro Security
- Running Macros
- Assigning Keyboard Shortcuts
- Creating a Macro Icon for the Toolbar
- Creating a Command Button
- Automatically Running Macros

Module 2 – Getting Started in Visual Basic for Applications

- Exploring the Visual Basic Window
- Definitions of Common Terms
- Objects
- Methods
- Events
- Properties
- Editing a Recorded Macro
- Adding Comments
- Breaking a Line of Code
- Testing the Code

Module 3 – Writing a Macro (Sub Procedure)

- Working with Variables
- What is a Variable?
- Naming Variables
- Data Types
- Declaring Variables
- Object Variables
- The Input Box Function
- The Message Box Function
- The With Statement

Module 4 – Programming Structures that Streamline your Code

- Branching Statements
- The If Statement
- The Elseif Option
- Using an Else
- If...Elseif...Else...End If
- The Select Case Statement
- Using Functions
- Relative vs. Absolute Movement

Module 5 – Loops

- What is a Loop?
- Why Use a Loop?
- Fixed Duration
- Conditional
- For Each
- Do...Loops

Module 6 – Visual Basic Forms

- What is a VB Form?
- Building a Basic Form
- Changing Form Properties
- Form Controls
- Text Boxes
- Labels
- Combo Boxes
- Check Boxes
- ActiveX Controls
- Command Buttons
- Setting the Tab Order
- Adding VB Code to the Form
- Displaying the Form

Appendix A – Macro Examples

- Delete Duplicates
- Using Sentinels
- Delete Blank Rows
- Delete Data Based on Specific Criteria
- Replace Empty Cells with a Text String
- Examples using Methods
- Examples using Properties