

| |
|---|
| Chapter 1: Introduction |
| You will learn: <ul style="list-style-type: none">• Theory and terminology of OOPS.• Objects, properties and methods.• How to record and read a macro.• How to edit a recorded macro.• How to execute a macro. |
| Chapter 2: Visual Basic Editor |
| You will learn: <ul style="list-style-type: none">• How to edit code in the Visual Basic Editor.• Create and access a project.• Editing scripts and using the code window.• Creating and opening projects. |
| Chapter 3: Commands |
| You will learn: <ul style="list-style-type: none">• How to use Word commands in a macro.• Code and change the FileSave command.• Create and run the Auto Macros.• Use bookmarks in Word and in Word macros. |
| Chapter 4: Constants and Variables |
| You will learn: <ul style="list-style-type: none">• Declare and use variables.• Different types of variables and when to use each type.• Make variables available to the entire project or to a specific function.• Create and use an array.• Dynamic arrays.• Variant type.• Options statement.• Constant creation and when to use. |

| |
|---|
| Chapter 5: Document Object Model |
| You will learn: <ul style="list-style-type: none">• Document objects.• Create, open, save, and close a document from a VBA program.• How to check whether a document is active or open.• How to select text in a macro.• Switching documents in VBA. |
| Chapter 6: Statements Part I |
| You will learn: <ul style="list-style-type: none">• VBA statements.• VBA syntax rules.• Code and display a message box to provide users with information, errors or warning.• Code assignments and its associated problems.• Code and test looping statements in VBA.• Write and use conditional expressions.• Use proper programming style to enhance readability and maintainability. |
| Chapter 7: Statements Part II |
| You will learn: <ul style="list-style-type: none">• How to code advanced VBA statements.• How to code and test character manipulation routines.• Handle and process error and exception conditions.• Understanding the compilation process and use conditional compilation.• Dynamically loading arrays and objects. |
| Chapter 8: Functions and Subroutines |
| You will learn: <ul style="list-style-type: none">• Reasons for creating subroutines and functions.• Differences between subroutines and functions.• Code subroutines.• Scoping rules and variable lifetime.• Declare statement. |

Chapter 9: I/O

You will learn:

- Different types of I/O availability under VBA.
- Code standard sequential file I/O.
- Code for comma delimited file I/O.
- Access a database to retrieve data.

Chapter 10: Dialog Box

You will learn:

- Preset dialogs available under VBA.
- How to customize dialog boxes.
- Return values from a dialog box and act on the returned values.

Chapter 11: Objects

You will learn:

- How objects are used in VBA.
- Relationship between the object model and the user interface.
- Code objects for automating tasks in VBA.
- VBA Help file.