

**Module 1 – Macro Basics**

- What is a Macro?
- What is VBA
- Recording a Macro
- Storing Macros
- Running Macros
  - Assigning Keyboard Shortcuts
  - Creating a Macro Icon for the Toolbar
  - Creating a Command Button

**Module 2 – Editing and Writing Macros**

- Definitions of Common Terms
- Syntax
- Exploring the Visual Basic Window
- Editing a Macro
- Working with Variables
  - What is a Variable?
  - Data Types
  - Declaring Variables
- The Input Box Function
- If-Then-Else
- Declarations

**Module 3 – Programming Structures the Streamline your Code**

- Relative vs. Absolute Movement
- Object Variables
- Loops
  - Fixed Duration
  - Conditional
  - For Each
  - Do...Loops
- The With Statement
- The Select Case Statement

**Module 4 –Forms**

- What is a Form?
- Building a Basic Form
  - Changing Form Properties
- Form Controls
  - Text Boxes
  - Labels
  - Combo Boxes
  - Check Boxes
- Command Buttons
- Check the Tab Order
- The Code
- Displaying the Form

**Appendix A – Macro Examples**

- Delete Duplicates
- Delete Blank Rows
- Delete Comedies
- Replace Empty Cells with a Text String