

Parts	Topics	Sub Topics
Part 1	Getting Started in the VB Editor	
Part 2	Writing Your First VBA Macro	
Part 3	What to do When Things Go Wrong (Errors and Debugging)	
Part 4	Buttons, Toolbars and Keyboard Shortcuts	Assigning keyboard Shortcuts
		Drawing Simple Buttons
		Using Drawing Objects
		Designing Ribbon Tabs And toolbars
Part 5	Selecting Cells (Range, Cells, Activecell, End, Offset)-Selecting Cells by Absolute Position	Selecting Single Cells Using Range or Cells
		Referring to Active Cell
		Selecting multiple Cells
		Referring to the selection
		Using Range Names
	Selecting Cells Relatively	Finding the End of a list
		Moving up,Down,Left and Right
		Selecting from the top of the bottom of a list
		Selecting entire regions and entire columns
Part 6	Worksheets, Charts and Sheets-Working with Sheets in VBA	Referring to and moving between sheets
		Selecting Single and multiple Sheets
		Sheet Names,Code names and index numbers
	Manipulating Sheets	Inserting and deleting sheets
		Copying and moving sheets
		Renaming Sheets
Part 7	Workbooks-Using WorkBooks in Excel VBA	Referring to Workbooks
		Opening and Creating Workbooks
		Saving Workbooks
Part 8	Variables-Using variables in VBA	What are variabes?
		Using Non-Declared variables.
		Explicitly-Declared Variables
		Variable Data Types
		Errors When Using Variables
		Changing the scope of variables
Part 9	Object Variables-Using Object Variables in VBA	Declaring Object Variables
		Using the SET keyword
		Creating and referencing objects
		Using methods to set references
Part 10	Message Boxes-Displaying Messages on Screen	MsgBox Function

		Customising Message Boxes
		Concatenating Strings
		Using Multiples Lines
		Reading Cell Values into messages
		Asking Questions with Message Boxes
Part 11	Input Boxes-Getting User Input	Displaying an Input Box
		Customising as input Box
		Capturing from an input Box
		Returning different data types
Part 11a	Application.InputBox	Limitations of the Generic inputBox Function
		Using the Application.InputBox
		Setting the Return Type
		Validating User Input
		Returning a formula
		Returning a range
		Returning an array
Part 12	With Statements	Writing a simple With Statement
		Creating More Complex References
		Referencing Other Objects
Part 13	If Statements-Testing Conditions in VBA	Simple If Statements
		Single-Line Ifs
		The Elseif Statement
		Nesting Ifs
		Combining logical Tests
Part 14	Select Case Statements	Writing a simple Select Case Statement
		Phrasing A logical Test
		Nesting select case statements
Part 15	Do Until and Do While Loops-Conditional Loops in VBA	The Basic Do Loop Statement
		Conditionally Ending a Loop
		Do Until vs. Loop Until
		Do WHile vs. Loop While
		Exiting from a Loop
		Some Practical Examples
Part 15a	The Find and FindNext Methods	Applying the Find Method to a Range
		Case-Sensitive Searches
		Finding Whole and Partial Words
		Dealing with Failed Finds
		Creating a Basic Search System
		Using FindNext to Find All Instances of a value
Part 16	For Next Loops	Using Loop Counters
		The Step KeyWord
		Exiting from a For Next Loop
		Looping Through Items in a Collection

Part 17	For Each Loops-Looping Over Collections	The For Each Next Statement
		Using Object Variables
		Looping Over the Worksheets Collection
		Looping Over Workbooks
		Looping Over ChartObjects
		Looping Over Cells
		Nested for each loops
Part 18	Creating Functions-Returning Values from Procedures	Writing a Simple Function
		Calling Functions
		Creating Parameters
		Optional Parameters
		Rewriting Code to use Functions
Part 19	Error Handling (On Error, Resume, GoTo)-Dealing with Run Time Errors	What are Run Time Errors
		The On Error Statement
		Ignoring Errors
		Creating an Error Handler
		Resuming an error Handler
		Testing for the type of error
		Raising Custom errors
Part 20	Event Procedures	Accessing the Events of an Object
		Adding code to an event
		Trigerring an Event Procedure
		A Note on Security
		Cancelling Events
		Disabling Events
Part 21	User Forms-Designing Forms	Adding a Form to a project
		Adding Controls to a form
		Drawing Tools
		Working with properties
		Adding code to form events
		Validating Forms
Part 22	Arrays	
Part 23	Saving as a PDF	
Part 24	ByRef and ByVal	
Part 25	ByRef and ByVal (When to use Parentheses)	
Part 26	Making Excel Talk	
Part 27	Finding the Last Used Row, Column and Cell	
Part 28	Accessing Outlook through Excel	