



Data Collection from MS Word to MS Excel Using VBA

Course Duration:

7 Hours / 1 Day

1 Automating tasks with macros

- What is Macro
- What is VBA
- Create a Macro
- Procedure and Standard Module

2 Working with variables, operations

- Declaring Variables
- Using the Public Statement
- Using the Private Statement
- Using the Static Statement
- Using the Option Explicit Statement
- Comparison Operators

3 Build-in Function

- MsgBox Function
- Inputbox Function

4 Conditional Statement

- If Then Else Statement
- Select Case Statement

5 Looping Structure

- Do Loop
- For Loop

6 Using Controls in MS Word

- Using Visual Basic Controls
- Using Label
- Using Textbox
- Using Combo Box
- Using Option Button
- Using Check Box

- Using Command Button
- Adding Controls in MS Word

7 Define Controls Properties

- Change Controls Properties
- What is Event

8 Transfer Data from Word Forms to Excel Database

- Create Excel File for Data Transfer
- Turn On Reference in MS Word
- Case Studies

9 Creating custom menus and toolbars

- Create a Custom Menu
- Create a Custom Toolbar