Course Outline

Microsoft Word VBA

Course Description:

This course is designed for the advanced Word user who wishes to make use of the more powerful facilities of MS Word made available by VBA. The course is aimed at those with little or no previous programming background, although experienced programmers wishing to learn VBA will find it a quick and valuable introduction to the language. Previous experience of recording Word macros is desirable though not essential. Throughout the course the theme of adopting good programming practices will be encouraged.

Delegates may wish to bring along a USB disc in order that they may take away their completed projects.

Pre-requisites:

This course is intended for existing Word advanced users who wish to utilise the Visual BASIC facility within the package to develop more sophisticated applications.

Course Content:

- **Introduction**
  - The role of VBA in MS Word
  - Solving problems with VBA

- **Bookmarks**
  - What are Bookmarks?
  - Defining & Using Bookmarks
  - Predefined Bookmarks
  - Selecting a Bookmark in a Macro

- **Fields**
  - What are Fields? Inserting Fields
  - Viewing Field Results or Codes
  - Field Keys; Useful Fields

- **Document Templates**
  - Creating & Using Templates

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- **Forms**
  - Creating an On-line Form
  - Creating a Form; Form Field Options
  - Protecting Forms; Save Forms Data Only
  - Printing a Form
  - Macros and Form Fields

- **Introduction to Macros**
  - Macros What, Why, When and How?
  - Recording & Running a Macro
  - Auto Macros
  - Macros and templates

- **Editing Macros**
  - Visual Basic Editor; Procedures
  - Inserting Comments
  - Printing a Visual Basic Module

- **Naming Conventions**
  - Advantages of using clear Naming Conventions

- **Creating VBA Projects**
  - Structuring an application
  - Identifying Modules and procedures
  - Writing and testing tight and concise VBA code
  - Adopting good programming practices

- **Debugging & Error Trapping**
  - Errors; Break Mode
  - Quick Watch; Stepping
  - Error Handling

- **The Range Object**
  - Working with Range Objects; Story
  - Navigating in Word
  - Inserting, Deleting and Editing Text

- **Objects, Properties and Methods**
  - What are Objects and Collections?
  - What is a Property? What is a Method?
  - Returning an Object

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- **Variables**
  - Variable; Data Types

- **Control Structures**
  - Conditional Control Structures
  - Looping Control Structures
  - Non-Structured Statements
  - Sub Procedures

- **User Forms and Controls**
  - User-Defined Forms
  - Adding Form Controls
  - Form Control Properties
  - Event programming
  - Displaying and Dismissing a User Form
  - Handling Form Controls

Course Duration: 2 Days