

## Microsoft Word 2010

### Programming in Visual Basic for Applications

### Two Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

#### General Description:

The skills and knowledge acquired in this course are sufficient to be able to create real life working Visual Basic for Applications programs within Word. The learner will be able to work with VBA within the Word environment to program and automate document operations.

#### What You Will Learn:

- understand the Word object model and VBA concepts
- work effectively with the main features of the VBA Editor window
- create procedures in VBA
- create and use variables
- create and work with user-defined functions
- use programming techniques to control the action taken by your program
- construct loops that repeat code according to different requirements
- identify and select specific text using code modules
- create and use code to undertake basic file management tasks
- create a custom form complete with an assortment of controls
- create code to drive a user form
- write a variety of error handling routines
- use VBA code to display and use Word's built-in dialog boxes
- write a variety of error handling routines

#### How You Will Benefit:

This course is designed for users who wish to learn how to use the inbuilt **VBA** programming language in Word to enhance their documents and automate processes.

#### Course Content

The course covers:

##### Understanding Word VBA

- Programming In Microsoft Word
- VBA Terminology
- Understanding Objects
- The Object Hierarchy
- Viewing The Word Object Model
- Using The Immediate Window
- Working With Object Collections
- Setting Property Values
- Using The Object Browser
- Programming With The Object Browser

- The Best VBA Help Available

##### The VBA Editor

- The VBA Editor Screen
- Opening And Closing The Editor
- Using The Project Explorer
- Using The Properties Window
- Using The Work Area
- Viewing Other Panes
- Working With Toolbars
- Working With A Code Module
- Running Code From The Editor
- Setting Breakpoints In Code
- Stepping Through Code

##### Procedures

- Understanding Procedures
- Where Procedures Live
- Creating A New Sub Routine
- Making Sense Of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

##### Variables

- Understanding Variables
- Creating And Using Variables

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- Explicit Declarations
- The Scope Of Variables
- Procedure Level Scoping
- Module Level Scoping
- Understanding Passing Variables
- Passing Variables By Reference
- Passing Variables By Value
- Understanding Data Types For Variables
- Declaring Data Types
- Using Arrays

#### Functions

- Understanding Functions
- Creating And Calling Functions
- The MsgBox Function Using MsgBox
- The InputBox Function
- Using The InputBox Function
- Nesting Functions
- Using Functions In Function Procedures

#### Decision Structures

- The IF Statement
- Using IF For Single Conditions
- Using IF For Multiple Conditions
- The Select Case Statement
- Using The Select Case Statement
- Using Select For Sets Of Values
- Using Select For Ranges Of Values

#### Looping Structures

- For Loops
- Looping With Specified Iterations
- Looping For Each Item
- Adding An Exit To A Loop
- The Do...Loop Statement
- Looping With Unknown Iterations

#### Working With Text

- Understanding Text And Document Components
- Understanding The Story Range
- Understanding The Selection Object
- Using The Selection Object

- Understanding The Range Object
- Using Range Objects
- Inserting Text
- Inserting Text
- Displaying Text In A Text Box
- Displaying Text In A Text Box
- Understanding The Find Object
- Performing A Find Operation
- Performing A Find Operation

#### Document Management

- The Activate, Open And Close Methods
- Opening And Closing Documents
- Understanding The Add Method
- Understanding The Save And Save As Methods
- Creating And Saving Documents
- Creating And Saving Documents
- Properties That Return Information
- Functions That Return Information
- Getting Information
- Getting Information
- Understanding Files, Folders And Drives
- Working With Files And Folders
- Displaying Files In A UserForm
- Displaying Code In A UserForm
- Removing Files And Folders
- The Application And Options Object

#### Custom Forms

- Understanding VBA Forms
- Creating A Custom Form
- Adding Text Boxes To A Form
- Adding Labels Controls To A Form
- Changing Text Box Control Properties
- Adding A Combo Box Control
- Adding Option Buttons
- Adding Command Buttons
- Changing The Appearance Of Controls
- Running A Custom Form

#### Programming UserForms

- Handling Form Events
- Initialising A Form
- Closing A Form
- Creating Functions For A Form
- Creating Code For Option Buttons
- Using The AfterUpdate Event
- Using The AfterUpdate Event
- Setting Bookmarks For Data Entry
- Using Bookmarks To Enter Data
- Using Bookmarks To Enter Data
- Setting The Tab Order
- Forcing Correct Entry
- Templates And AutoStart Macros
- Creating A Template With AutoMacros

#### Error Handling

- Understanding Error Types
- The On Error Statement
- Simple Error Trapping
- Using The Resume Statement
- Using Decision Structures In Error Handlers
- Using The Err Object
- Using The Err Object
- Error Handling In Event Procedures
- Error Handling In Event Procedures
- Defining Custom Errors

#### BuiltIn Dialogs

- The Dialogs Collection
- Dialog Box Arguments
- Using The Execute Method
- Using The Show Method
- The Display Method
- Using The Display Method
- Working With Dialog Tabs
- Using Dialogs With A UserForm
- Using Dialogs With A UserForm

#### Concluding Remarks

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<b>What You Take Away:</b>	At the completion of the course, you get to take away the extensive coursebook for future reference.
<b>What You Need To Know:</b>	This course assumes the learner has a good knowledge of working with <i>Word</i> . The learner should at least be able to create and edit document, copy, paste, and format document content. The learner must also have a general understanding of personal computers and the Windows operating system environment and be able to use Windows Explorer to locate and copy files. (Any participant who does not have this knowledge may be asked to leave the course).
<b>Measure of Success:</b>	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
<b>Certificate:</b>	Upon successful completion of the workshop, you will be issued with an official course certificate
<b>Which Course Next?:</b>	This is the most advanced Word course.
<b>Dates &amp; Times:</b>	Please refer to separate workshop schedule.
<b>Course Policies Warranty:</b>	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course