

Microsoft Word VBA Foundation - 2 Day

Target Audience

Aimed at the more experienced Word users, this course is designed to give delegates a thorough overview of programming within the Word environment, to enhance and automate their Word documents and templates.

The following will be covered:

Getting started

- Introducing Visual Basic for Applications
- Recording a Macro
- Running a Macro.

The Visual Basic Editor

- Using the Project Explorer
- Introducing the Properties Window
- Using the Code Window
- VBA language overview
- Properties, Methods and Events
- Getting Help
- Introducing Objects
- The Word Object Model
- Using the Object Browser
- Working with the Document Object
- Working with the Selection Object
- Writing VBA Code
- Working with the Code Window.

Understanding Expressions and Statements

- Declaring and Using Variables
- Understanding Data Types
- Working with the Input Box
- Using Intrinsic Constants
- Using the Message Box
- Using the With Statement.

Creating UserForms

- Using the Properties Window
- Adding Controls
- Label Controls
- Text Box Controls
- Adding a Command Button
- Working with the Combo Boxes
- Using Frame Controls
- Option Buttons
- Formatting Control Appearance
- Setting the Tab Order
- Populating a Control.

Working with Procedures, Functions and Control Structures

- Sub Procedures and Functions
- Creating Functions
- Calling Procedures and Functions
- Using Intrinsic Functions
- Understanding Control Structures
- Select Case Structure
- Conditional Statements
- If – Then - Else Statements
- Working with Looping Structures.

Debugging Tools

- Using the Immediate Window
- Using the Step through tool
- Adding Break Points
- Understanding Error Handling
- Using the On Error Statement
- Writing an Error Handling Routine
- Executing Macros
- Assigning a Macro to a Shortcut Key
- Assigning a Macro to a Menu or Toolbar
- Modifying an Existing Word Command
- Creating an Automatic Macro.



For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com

