

VBA for Word

2002 / 2003



Duration: 2 Days

Who Should Attend / Target Audience

This course has been developed for people who want to use VBA in Word to automate functions within documents.

Prerequisites

This course is designed for people with little or no knowledge of VBA, however an advanced knowledge of Word is essential including creating a basic macro.

Learning Outcomes

- Create Macros in Word and understand the Word object model and VBA concepts
- Create command procedures, create and use variables and create and work with functions
- Use decision structures to control outcome and looping structures to repeat sections of code
- Work with a range of objects and customise the way files and folders are managed
- Create a custom form complete with controls and event procedures
- Create code to drive a UserForm and write a variety of error handling routines

Course Content

Version: 05/10/07

Macros

Setting Macro Security Level
Recording a Simple Macro
Running, Assigning and Modifying a Macro
Create, Edit & Delete a Custom Menu
Creating a Macro Button Field
Tips for Developing Macros

Understanding VBA

VBA Terminology
Using the Immediate Window
Object Collections
Setting Property Values
Using the Object Browser
Programming with the Object Browser

Using the VBA Editor

Opening and Closing the Editor
The Project Explorer
The Properties Window
The Work Area
Code Module

Procedures

Creating a Command Procedure
Making Sense of IntelliSense
Commenting Statements
Indenting Code
Bookmarking in Procedures

Using Variables

Creating and Using Variables
Implicit and Explicit Declaration
The Scope of Variables
Procedure & Module Level Scoping
Passing Variables by Value
Declaring Data Types
Using Arrays & Intrinsic Constants

Functions

Creating and Calling Functions
The MsgBox Function
Sending Messages to the User
Input Techniques
Using the InputBox Function
Nesting Functions
Function Procedures

Decision Structures

The IF Statement
Using IF for Single Conditions
Using IF for Multiple Conditions
The Select Case Statement
Using Select for Sets of Values
Selecting for Ranges of Values

Looping Structures

Known or Specified Iterations
Looping for Each Item
Adding an Exit to a Loop
The Do Loop Statement
Unknown Iterations

Working With Text

Text and Document Components
The Story Range
The Selection & Range Object
Inserting Text
Displaying Text in a Text Box

Document Management

Opening & Closing Methods & Documents
The Ad Method
The Save and SaveAs Methods
Returning and Getting Information
Files Folders and Drives
Displaying Files in a UserForm

Creating Custom Forms

Adding Text Boxes to a Form
Text Box Control Properties
Adding a Combo Box Control
Adding Option Buttons
Adding Command Buttons
The Appearance of Controls
Running a Custom Form

Programming UserForms

Initialising & Closing a Form
Functions for a Form
Coding Option Buttons
Using the After Update Event
Bookmarks for Data Entry
Bookmarks to Enter Data
Setting the Tab Order
Forcing Correct Entry
Template AutoStart Macros

Error Handling

Error Types
The On Error Statement
A Simple Error Handler
Using the Resume Statement
Decision Structures in Errors
Using the ERR Object
Defining Custom Errors

Built-In 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

Next Level Course: n/a

Availability: In House Closed Group Public

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CAIRNS

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