

MS Word VBA

Duration: 2 Days

Using Watsonia manual INF471

Outcome: At the completion of this course participants will be able to:

- create macros in Word
- understand the Word object model and VBA concepts
- work with the main components of the VBA Editor window
- create command procedures
- create and use variables
- create and work with functions
- use decision structures to control the outcome of your program
- use looping structures to repeat sections of code
- work with text using a range of objects
- customise the way files and folders are managed
- create a custom form complete with controls and event procedures
- create code to drive a UserForm
- write a variety of error handling routines
- use Word's built-in dialog boxes.

Prerequisites This course assumes a sound knowledge of Microsoft Word.

Content:

- **Macros**
 1. Understanding Word Macros
 2. Setting A Macro Security Level
 3. Recording A Simple Macro
 4. Running A Macro
 5. Assigning A Macro To A Toolbar
 6. Modifying A Macro Tool
 7. Assigning A Macro To A Menu
 8. Assigning A Macro To A ShortCut Menu
 9. Creating A Custom Pull-Down Menu
 10. The Many Ways Of Running A Macro
 11. Editing A Macro
 12. Deleting A Macro
 13. Removing References To Macros
 14. Creating A Macrobutton Field
 15. Tips For Developing Macros
- **Understanding VBA**
 1. VBA Terminology
 2. Accessing The Word Object Model
 3. Using The Immediate Window
 4. Working With Object Collections
 5. Setting Property Values
 6. Using The Object Browser
 7. Programming With The Object Browser
- **Using The VBA Editor**
 1. Opening And Closing The Editor
 2. Working With The Project Explorer

3. Working With The Properties Window
 4. Working With The Work Area
 5. Working With A Code Module
 6. Running Procedures From The Editor
- **Procedures**
 1. Creating A Command Procedure
 2. Making Sense of IntelliSense
 3. Using The Edit Toolbar
 4. Commenting Statements
 5. Indenting Code
 6. Bookmarking In Procedures
 - **Using Variables**
 1. Creating & Using Variables
 2. Implicit And Explicit Declarations
 3. The Scope Of Variables
 4. Procedure Level Scoping
 5. Module Level Scoping
 6. Passing Variables By Reference
 7. Passing Variables By Value
 8. Data Types
 9. Declaring Data Types
 10. Using Arrays
 11. Using Intrinsic Constants
 - **Functions**
 1. Functions Theory
 2. Creating & Calling Functions
 3. The MsgBox Function
 4. Sending Messages To The User
 5. Input Techniques
 6. Using The InputBox Function
 7. Nesting Functions
 8. Using Functions In Function Procedures
 - **Decision Structures**
 1. The If Statement
 2. Using If For Single Conditions
 3. Using If For Multiple Conditions
 4. The Select Case Statement
 5. Using The Select Case Statement
 6. Using Select For Sets Of Values
 7. Using Select For Ranges Of Values
 - **Looping Structures**
 1. For Loops
 2. Looping With Known or Specified Iterations
 3. Looping For Each Item
 4. Adding An Exit To A Loop
 5. The Do Loop Statement
 6. Looping With Unknown Iterations
 - **Working With Text**
 1. Text & Document Components

2. The Story Range
 3. The Selection Object
 4. Using The Selection Object
 5. The Range Object
 6. Using Range Objects
 7. Project - Inserting Text
 8. Code - Inserting Text
 9. Project - Displaying Text In A Text Box
 10. Code - Displaying Text In A Text Box
 11. The Find Object
 12. Project - Performing A Find Operation
 13. Code - Performing a Find Operation
- **Document Management**
 1. The Activate Open & Close Methods
 2. Opening & Closing Documents
 3. The Add Method
 4. The Save & SaveAs Methods
 5. Project - Creating & Saving Documents
 6. Code - Creating & Saving Documents
 7. Properties That Return Information
 8. Functions That Return Information
 9. Project - Getting Information
 10. Code - Getting Information
 11. Files Folders & Drives
 12. Working With Files & Folders
 13. Project - Displaying Files In A UserForm
 14. Code - Displaying Files In A UserForm
 15. Removing Files & Folders
 16. The Application & Options Object
 - **Creating Custom Forms**
 1. Creating A Custom Form
 2. Adding Text Boxes To A Form