

## Introduction to Word VBA - 2 days



### Prerequisites:

Knowledge of Word up to Advanced level. No prior knowledge of Word macros or Visual Basic for Applications (VBA) is required. If delegates already have such knowledge then the course could be suitably tailored to meet requirements, by concentrating on more advanced topics.

### Note:

This course is designed to concentrate on the programming aspects of Word, notably macros and Visual Basic for Applications (VBA).

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Getting Started

- Introducing Visual Basic for Applications
- Recording a Macro
- Running a Macro
- Editing a Macro in the Visual Basic Editor
- Understanding the Desktop
- Using the Menu Bar
- Using the Toolbar
- Using the Project Explorer
- Introducing the Properties Window
- Using the Code Window
- Getting Help
- Closing the Visual Basic Editor

### Introducing Objects

- Understanding Objects
- Exploring 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



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### Working with Forms and Controls

- Understanding UserForms
- Using the Toolbox
- Working with UserForm Properties, Events, and Methods
- Using the Properties Window
- Understanding Controls
- Working with the Label Control
- Working with the Text Box Control
- Working with the Command Button Control
- Working with the Combo Box Control
- Working with the Frame Control
- Working with Option Button Controls
- Working with Control Appearance
- Setting the Tab Order
- Populating a Control

### Working with Procedures, Functions and Control Structures

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

### Using Debugging Tools and Handling Errors

- Using the Immediate Window
- Using the Step and Break Tools
- 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 Custom Menu or Toolbar
- Modifying an Existing Word Command
- Creating an Automatic Macro