

## Word

### Word Level 1

Aimed at the novice user who needs to know the basics of word processing & text formatting

### Word Level 2

Aimed at anyone who is familiar with the essentials of word processing & needs to use Styles, Templates & Tables

### Word Level 3

Aimed at the experienced user who needs to create easy Proposals & Reports with Styles, Columns, Macros & Fields

### VBA for Word

Aimed at anyone who wants to create & edit Macros & use VBA to create Functions, Custom Forms & more!

## VBA for Microsoft Word 2003

# Intelligent Programming with VBA Word

### Course Description

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Word 2003 effectively.

### Pre-Requisites

This course is designed for participants who are proficient users of Word 2003. Participants should have extensive experience in using Word 2003.

### Outcomes

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

- Create macros in Word
- Create command procedures
- Create and use variables
- Create and work with functions
- Create decision structures which will allow your program to respond to different situations
- Create loop structures which will repeat statements for various purposes
- Manipulate text using a variety of objects
- Perform basic document management tasks
- Create and run a UserForm with various controls
- Create a simple program incorporating a UserForm
- Create simple error handlers in your programs
- Use Word's built-in dialog boxes in a VBA program.

### Course Details

Duration: 2 days  
Starting time: 9am  
Finishing time: 4.30pm  
Lunch and refreshments are provided.

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



( 1300 86 87246  
1300 TO TRAIN

# Course Outline

## Ø Macros

- Understanding Word Macros
- Setting A Macro Security Level
- Recording A Simple Macro
- Running A Macro
- Assigning A Macro To A Toolbar
- Modifying A Macro Tool
- Assigning A Macro To A Menu
- Assigning A Macro To A ShortCut Menu
- Creating A Custom Pull-Down Menu
- The Many Ways Of Running A Macro
- Editing A Macro
- Deleting A Macro
- Removing References To Macros
- Creating A Macrobutton Field
- Tips For Developing Macros

## Ø Understanding VBA

- VBA Terminology
- Accessing The Word Object Model
- Using The Immediate Window
- Working With Object Collections
- Setting Property Values
- Using The Object Browser
- Programming With The Object Browser

## Ø Using The VBA Editor

- Opening And Closing The Editor
- Working With The Project Explorer
- Working With The Properties Window
- Working With The Work Area
- Working With A Code Module
- Running Procedures From The Editor

## Ø Procedures

- Creating A Command Procedure
- Making Sense Of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures
- Working With Constants
- Variables Quick Reference

## Ø Using Variables

- Creating & Using Variables
- Implicit And Explicit Declarations
- The Scope Of Variables
- Procedure Level Scoping
- Module Level Scoping
- Passing Variables By Reference
- Passing Variables By Value
- Data Types
- Declaring Data Types
- Using Arrays
- Using Intrinsic Constants

## Ø Functions

- Functions Theory
- Creating And Calling Functions
- The MsgBox Function
- Sending Messages To The User
- Input Techniques
- Using The InputBox Function
- Nesting Functions
- Using Functions In Function Procedures

## Ø 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 Known Or Specified Iterations
- Looping For Each Item
- Adding An Exit To A Loop
- The Do Loop Statement
- Looping With Unknown Iterations

# Course Outline

## Ø Working With Text

- Text And Document Components
- The Story Range
- The Selection Object
- Using The Selection Object
- The Range Object
- Using Range Objects
- Project - Inserting Text
- Code - Inserting Text
- Project - Displaying Text In A Text Box
- Code - Displaying Text In A Text Box
- The Find Object
- Project - Performing A Find Operation
- Code - Performing A Find Operation

## Ø Document Management

- The Activate Open And Close Methods
- Opening And Closing Documents
- The Add Method
- The Save And SaveAs Methods
- Project - Creating And Saving Documents
- Code - Creating And Saving Documents
- Properties That Return Information
- Functions That Return Information
- Project - Getting Information
- Code - Getting Information
- Files Folders And Drives
- Working With Files And Folders

- Project - Displaying Files In A UserForm
- Code - Displaying Files In A UserForm
- Removing Files And Folders
- The Application And Options Object

## Ø Creating Custom Forms

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

## Ø Programming UserForms

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

## Ø Error Handling

- Error Types
- The On Error Statement
- Creating A Simple Error Handler
- Using The Resume Statement
- Using Decision Structures In Error Handlers
- Project - Using The Err Object
- Project - Error Handling In Event Procedures
- Defining Custom Errors
- Error Handling Quick Reference

## Ø Built-In Dialogs

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