

Course Outline

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!

Microsoft Word 2007 VBA

Intelligent Programming with VBA Word

General Description

The skills and knowledge acquired in Microsoft Word 2007 Programming in VBA are sufficient to be able to create VBA applications in Microsoft Word 2007. This publication assumes some familiarity with the features and capabilities of Microsoft Word 2007 Programming in VBA is designed for people who need to know how to program applications for using Visual Basic for Applications in Word 2007 and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Outcomes

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

- Understand the Word object model and VBA concepts
- Work with the three 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 outcomes of your program
- Use looping structures to repeat sections of code
- Work with text using a range of objects
- Customise the ways in which files and folders are managed
- Create a custom form complete with controls and event procedures
- Create code to drive a user form
- Write a variety of error handling routines
- Use Word's built-in dialog boxes

Course Details

Duration: 2 days

Starting time: 9am

Finishing time: 4.30pm



 1300 86 87246

1300 TO TRAIN

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

Course Outline



- **Understanding VBA**
 - VBA Terminology
 - About Objects
 - The Object Hierarchy
 - Accessing The Word Object Model
 - Using The Immediate Window
 - Working With Object Collections
 - Setting Property Values
- **Using The VBA Editor**
 - 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
- **Procedures**
 - About Procedures
 - Creating A Command Procedure
 - Making Sense Of IntelliSense
 - Using The Edit Toolbar
 - Commenting Statements
 - Indenting Code
 - Bookmarking In Procedures
- **Using Variables**
 - Understanding Variables
 - Creating And 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
- **Functions**
 - About Functions
 - Creating And Calling Functions
 - The MsgBox Function
 - Sending Messages To The User
 - Using The InputBox Function
 - Nesting Functions
 - Using Functions In Function Procedures
- **Decision Structures**
 - The If...Then 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
- **Working With Text**
 - Text And Document Components
 - The Story Range
 - The Selection Object
 - Using The Selection Object
 - The Range Object
 - Using Range Objects
 - Inserting Text
 - Displaying Text In A Text Box
 - The Find Object
 - Performing A Find Operation
- **Document Management**
 - The Activate, Open And Close Methods
 - Opening And Closing Documents
 - The Add Method
 - The Save And SaveAs Methods
 - Creating And Saving Documents
 - Properties That Return Information
 - Functions That Return Information
 - Getting Information
 - Files, Folders And Drives
 - Working With Files And Folders
 - Displaying Files In A UserForm
 - Removing Files And Folders
 - The Application And Options Object
- **Creating Custom Forms**
 - About Custom Forms
 - Creating A Custom Form
 - Adding Text Boxes To A Form
 - Adding Label Controls To A Form
 - Changing Text Box Control Properties
 - Adding A Combo Box Control
 - Adding Option Buttons
 - Adding Command Buttons
 - Changing The Appearance Of Controls
 - Running A Custom Form
- **Programming UserForms**
 - Handling Form Events
 - Initialising A Form
 - Closing A Form
 - Creating Functions For A Form
 - Coding Option Buttons
 - Using The After Update Event
 - Setting Bookmarks For Data Entry
 - Using Bookmarks To Enter Data
 - Setting The Tab Order
 - Forcing Correct Entry
 - Templates And AutoStart Macros
 - Creating A Template With AutoMacros
- **Error Handling**
 - Error Types
 - The On Error Statement
 - Creating A Simple Error Handler
 - Using The Resume Statement
 - Using Decision Structures In Error Handlers
 - Using The Err Object
 - Error Handling In Event Procedures
 - Defining Custom Errors
- **Builtin 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

For more information about any of our training courses, contact our Learning Consultants

on 1300 86 87246 or email us on info@advancedtraining.com.au

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