

VBA for Word 2010

Overview:

The skills and knowledge acquired in **VBA Programming Using Microsoft Word 2010** are sufficient to create VBA applications in Microsoft Word 2010.

Learning Outcomes:

At the completion of this course the learner should be able to:

- understand the **Word** object model and **VBA** concepts
- work effectively with the main features of the **VBA Editor** window
- create procedures in **VBA**
- create and use variables
- create and work with user-defined functions
- use programming techniques to control the action taken by your program
- construct loops that repeat code according to different requirements
- identify and select specific text using code modules
- create and use code to undertake basic file management tasks
- create a custom form complete with an assortment of controls
- create code to drive a user form
- write a variety of error handling routines
- use **VBA** code to display and use **Word's** built-in dialog boxes

Target Audience:

VBA Programming Using Microsoft Word 2010 is designed for people who need to know how to program applications for using Visual Basic for Applications.

Prerequisites:

VBA Programming Using Microsoft Word 2010 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

2 Days

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

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Contents

Understanding Word VBA

- Programming In Microsoft Word
- VBA Terminology
- Understanding Objects
- The Object Hierarchy
- Viewing The Word Object Model
- Using The Immediate Window
- Working With Object Collections
- Setting Property Values
- Using The Object Browser
- Programming With The Object Browser
- The Best VBA Help Available

The VBA Editor

- The VBA Editor Screen
- Opening And Closing The Editor
- Using The Project Explorer
- Using The Properties Window
- Using The Work Area
- Viewing Other Panes
- Working With Toolbars
- Working With A Code Module
- Running Code From The Editor
- Setting Breakpoints In Code
- Stepping Through Code

Procedures

- Understanding Procedures
- Where Procedures Live
- Creating A New Sub Routine
- Making Sense Of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

Variables

- Understanding Variables
- Creating And Using Variables
- Explicit Declarations
- The Scope Of Variables
- Procedure Level Scoping
- Module Level Scoping
- Understanding Passing Variables
- Passing Variables By Reference
- Passing Variables By Value
- Understanding Data Types For Variables
- Declaring Data Types
- Using Arrays

Functions

- Understanding Functions
- Creating And Calling Functions
- The MsgBox Function
- Using MsgBox
- The InputBox Function
- Using The InputBox Function
- Nesting Functions
- Using Functions In Function Procedures

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 Specified Iterations
- Looping For Each Item
- Adding An Exit To A Loop
- The Do...Loop Statement
- Looping With Unknown Iterations

Working With Text

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

Document Management

- The Activate, Open And Close Methods
- Opening And Closing Documents
- Understanding The Add Method
- Understanding The Save And Save As Methods
- Creating And Saving Documents
- Properties That Return Information
- Functions That Return Information
- Getting Information

Computer Training Options



computer training options

- Understanding Files, Folders And Drives
- Working With Files And Folders
- Displaying Files In A UserForm
- Displaying Code In A UserForm
- Removing Files And Folders
- The Application And Options Object

Custom Forms

- Understanding VBA Forms
- Creating A Custom Form
- Adding Text Boxes To A Form
- Adding Labels 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
- Creating Code For Option Buttons
- Using The AfterUpdate 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

- Understanding Error Types
- The On Error Statement
- Simple Error Trapping
- Using The Resume Statement
- Using Decision Structures In Error Handlers
- Using The Error 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

Computer Training Options

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