



computer training options

## VBA Word 2007

### Introduction:

The skills and knowledge covered in this course are sufficient to create VBA applications in Microsoft Word 2007.

### Learning Outcomes:

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

- Examine the Visual Basic Editor: Change the properties of an object; add a module to a project; write the code for a procedure; and use the Object Browser to search procedures.
- Manipulate data; combine data by using expressions; use functions to accept input and display output; and declare variables and procedures with the appropriate scope.
- Work with VBA objects; create, open, save and close documents by using Document collection; create a table by using the Tables collection; and work with Table object.
- Create procedures that make decisions; and use loop structures to perform repetitive tasks.
- Add forms; add controls to a form; handle events attached to forms and controls
- Identify the compile-time, run-time and logical errors in code; use debugging tools; and write error-handling codes to trap errors.

### Course Content:

- Getting started with the Visual Basic Editor
- Programming basics
- Word objects
- Control structures
- Forms
- Debugging and error handling

### Target Audience:

This course is primarily designed for people who need to know how to program applications for Microsoft Word 2007 using Visual Basic for Applications.

### 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.

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart  
Ph: 1300 667 660 Email: [training@cto.com.au](mailto:training@cto.com.au) Web: [www.cto.com.au](http://www.cto.com.au)



computer training options

**Getting started with the Visual Basic Editor**

1. Visual Basic for Applications
2. Properties and modules
3. The code Window
4. The object Browser

**Programming basics**

1. Working with variables and functions

**VBA Word 2007**

2. Scope of variables
3. Scope of procedures

**Word objects**

1. Programming with objects
2. The Documents collection
3. The tables collection

**Control structures**

1. Using decision structures

2. Using loop structures

**Forms**

1. Working with forms
2. Using events in forms

**Debugging and error handling**

1. Errors
2. Debugging
3. Error handling

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart  
Ph: 1300 667 660 Email: [training@cto.com.au](mailto:training@cto.com.au) Web: [www.cto.com.au](http://www.cto.com.au)