VBA for Microsoft Word 2013

The skills and knowledge acquired in *Programming In VBA - Using Microsoft Word 2013* are sufficient to be able to create *VBA* applications in *Microsoft Word 2013.*

Learning Outcomes:
At the completion of this course you 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 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

Prerequisites:
Programming In VBA - Using Microsoft Word 2013 assumes a good working knowledge of the software. The learner should be able to create and edit different kinds of documents and must also have a general understanding of personal computers and the Windows operating system environment and be able to use *File Explorer* to locate and copy files.

Duration:
2 Days

Courseware:
High quality learning materials are available for purchase by participants.

VBA for Microsoft Word 2013

Understanding Word VBA
- Programming in Microsoft Word
- VBA Terminology
- Displaying the DEVELOPER Tab
- The VBA Editor Screen
- Opening and Closing the Editor
- 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
- Accessing Help
- Code Glossary

Starting With Word VBA
- 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 to Write Procedures
- Creating a New Sub Routine
- Using IntelliSense
- Using the Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking in Procedures
- Code Glossary

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
- Code Glossary

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
- Code Glossary

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
- Code Glossary

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
- Code Glossary

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
- Assignment Inserting Text
- Code Inserting Text
- Assignment Displaying Text in a Text Box
- Code Displaying Text in a Text Box
- Understanding the Find Object
- Assignment Performing a Find Operation
- Code Performing a Find Operation
- Code Glossary

Document Management
- The Activate Open and Close Methods
- Opening and Closing Documents
- Understanding the Add Method
- Understanding the Save Methods
- Assignment Creating and Saving Documents
- Code Creating and Saving Documents
- Properties That Return Information
- Functions That Return Information
- Assignment Getting Information
- Code Getting Information
- Understanding Files Folders and Drives
- Working With Files and Folders
- Assignment Displaying Files in a UserForm
- Code Displaying Files in a UserForm
- Removing Files and Folders
- The Application and Options Object
- Code Glossary

Programming UserForms
- Handling Form Events
- Initialising a Form
- Closing a Form
- Creating Functions for a Form
- Creating Code for Option Buttons
- Assignment Using the AfterUpdate Event
- Code Using the AfterUpdate Event
- Setting Bookmarks for Data Entry
- Assignment 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
- Code Glossary

Error Handling
- Understanding Error Types
- The on Error Statement
- Simple Error Trapping
- Using the Resume Statement
- Using Decision Structures in Error Handlers
- Assignment Using the Err Object
- Code Using the Err Object
- Assignment Error Handling in Event Procedures
- Code Error Handling in Event Procedures
- Defining Custom Errors
- Code Glossary

Built In 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
- Assignment Using Dialogs With a UserForm
- Code Using Dialogs With a UserForm