

## MICROSOFT WORD - VBA

### COURSE LISTING

Delegates should have completed and Introductory and Advanced Word course prior to attending. Alternatively they should have a good working knowledge of the advanced features in Word.

Duration: 2-3 Days

#### An Introduction to Macros

- Recording a Macro
- Running a Macros
- Relative references
- The Developer Ribbon

#### Assigning Macros to Buttons and Objects

- Assigning Macros to buttons
- Adding Macros to an existing Ribbon
- Creating a New Tab and Group

#### Using the Integrated Development Environment (Ide)

- Correctly use the Project Explorer to locate Class or Standard Modules.
- Use the Properties Pane to change object properties.
- Use the Code Window to write your procedures.

#### Discovering Word Objects

- Understand how to reference the components of the Word application; documents, sentences, words, characters.
- Browse Word Objects in the Word Object Library.

#### Working With Methods and Properties

- Change aspects of objects by correctly assigning Properties.
- Manipulate the behavior of objects by correctly assigning Methods

#### Creating User Forms

- Create a User Form to show information to users.
- Create a User Form to automatically insert user information into in a document.

#### Constructing Code

- Use “If Then”, “If Then Else” and “If Then Elself” decision structures in your procedures.
- Use Variables to hold values to be used by the procedure.
- Use Select Case statements for complex decision structures.
- Use For...Next...Loops to execute code repeatedly until conditionally stopped.
- Use On Error statements to control errors in your code.
- Step through your code to find bugs.

#### Using the MsgBox Function

- Display user messages that respond to user actions.
- Display user messages to prompt the user for an action e.g. “Yes/No” Message Boxes.

#### Using the Inputbox Function

- Collect user information to which the procedure can respond.

#### Responding to Events

- Write procedures to respond to the Open and Close events.

#### Using Standard Modules

- Use Standard Modules to store standard procedures.
- Call procedures from Standard Modules.