

MICROSOFT WORD – VISUAL BASIC FOR APPLICATIONS COURSE OUTLINE

APPLICATION	MICROSOFT WORD
LEVEL	VISUAL BASIC FOR APPLICATIONS
DURATION	TWO DAYS
WHO SHOULD ATTEND	The course is designed for experienced users of Word's advanced features, who now wish to extend their knowledge to include the use of Visual Basic for Applications (VBA) within Word.

OBJECTIVES

At the end of the course the delegate will be able to:

Recording Code in Word	Using the Templates; Creating global Templates; Replaying Code; Creating Toolbar buttons to run Macros; Editing the Menu Bar to run Macros
Working with VB Editor	Navigating a project in the Project Window; Using the Properties Window, Opening the Code Window
Writing Code	Types of procedures; Entering Code
Running Code	Run mode and Design mode; Running Code from the development environment; Running Code from the host application
Reusing Code	Exporting a file; Importing a file
Using VB for Applications	Using Variables; Lifetime and scope of variables; Using and writing sub-procedures; Using and writing Function procedures
Controlling Programme flow	Conditional structures; Looping structures; Trapping errors
Debugging	Using the break mode; Using the VB Editor debug features
Using Standard VB Functions in your Code	Input Boxes; Message Boxes; Standard VB Functions
Creating and Using Forms	Adding a Form to a project; Adding controls to a Form; Setting Control properties
Working with Forms	Displaying a Form; Working with Form Events
Using Microsoft Word Objects	Opening and Saving Documents; Document Events
Using Documents	Inserting text programmatically into a Document
Using VB	Using VB Objects, Methods and Properties to manipulate, read and format data in a Document