



Microsoft Word 2010 VBA



Foundation

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| Benefit: | This course takes the user beyond recording a basic macro and introduces the power of VBA, the programming language behind Word. You will be learning basic programming fundamentals, but this is a non-technical course, suitable for Word users at any level. |
| Objectives: | On completion of this course attendees will be able to: <ul style="list-style-type: none"> ▪ Insert and manage a variety of Word fields, including form fields; ▪ Record and play back macros; ▪ Add macros to command buttons and shortcuts; ▪ Understand VBA syntax fundamentals; ▪ Use Objects, Properties, Methods and Decision Structures; ▪ Interface with the user via input and message boxes; ▪ Declare Variables; ▪ Perform programme looping and debugging. |
| Pre-requisites: | Attendees should have working knowledge of Word and have a requirement to automate this work. |
| Duration: | 2 Days |

COURSE OUTLINE

GETTING STARTED

- Introducing Visual Basic for Applications
- Recording a macro
- Running a macro
- Editing a macro in the Visual Basic editor
- Understanding the development environment
- Using Visual Basic help
- Closing the Visual Basic editor

WORKING WITH BOOKMARKS AND FIELDS

- Defining and using bookmarks
- Predefined bookmarks
- Selecting a bookmark in a macro
- Inserting fields
- Viewing field results or codes
- Field keys: useful fields
- Field switches

WORKING WITH PROCEDURES AND FUNCTIONS

- Understanding modules
- Creating a standard module
- Understanding procedures
- Creating a sub procedure
- Calling procedures
- Naming procedures
- Working with the code editor

USING EXPRESSIONS, VARIABLES AND INTRINSIC FUNCTIONS

- Understanding expressions and statements
- Declaring variables
- Understanding data types
- Working with variable scope
- Understanding constants
- Using intrinsic constants
- Using message boxes
- Using input boxes



UNDERSTANDING OBJECTS

- Understanding objects
- Navigating the Word object hierarchy
- Understanding collections
- Using the object browser
- Working with properties
- Using the with statement
- Working with methods
- Declaring and using object variables

CONTROLLING PROGRAM EXECUTION

- Understanding control-of-flow structures
- Using the if...end if decision structures
- Using the select case...end select structure
- Using the Do...Loop structure
- Using the For...Next structure
- Using the For Each...Next structure

IN-LINE FORMS

- Creating an on-line form
- Creating a form: form field options
- Protecting forms: save forms data only
- Printing a form
- Macros and form fields

USER FORMS AND CONTROLS

- Creating User Forms
- Using the toolbox
- Working with User Form properties, events and methods
- Understanding controls
- Setting control properties in the properties window

DEBUGGING CODE

- Understanding errors
- Using debugging tools
- Setting breakpoints
- Stepping through code
- Using break mode during run mode
- Determining the value of expressions

