

Microsoft Word 2010 VBA

"Excellent, and very well taught"
– Seajacks Crewing Services

Course length

2 days

Why come on this course?

The skills and knowledge acquired in Microsoft Word VBA Introduction are sufficient to be able to use and operate the software at an efficient level.

Who is it for?

Microsoft Word VBA is designed for people who are keen to extend their understanding and knowledge of the software. Microsoft Word VBA assumes the delegate has at least Word Intermediate skills.

What will I learn?

On completion of Microsoft Word VBA you should be able to:

- Create macros in Word
- Understand the Word object model and VBA concepts
- Work with the main components of the VBA Editor window
- Create command procedures
- Create and use variables
- Create and work with functions
- Use decision structures to control the outcome of your program
- Use looping structures to repeat sections of code
- Work with text using a range of objects
- Customise the way files and folders are managed
- Create a custom form complete with controls and event procedures
- Create code to drive a UserForm
- Write a variety of error handling routines
- Use Word's built-in dialog boxes

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.



Course contents

Macros

- Understanding Word macros
- Setting a macro security level
- Recording a simple macro
- Running a macro
- Assigning a macro to a toolbar
- Modifying a macro tool
- Assigning a macro to a menu
- Assigning a macro to a shortcut menu
- Creating a custom pull-down menu
- The many ways of running a macro
- Editing a macro
- Deleting a macro
- Removing references to macros
- Creating a macrobutton field
- Tips for developing macros

Understanding VBA

- VBA terminology
- Accessing the word object model
- Using the immediate window
- Working with object collections
- Setting property values
- Using the object browser
- Programming with the object browser

Using the VBA editor

- Opening and closing the editor
- Working with the project explorer
- Working with the properties window
- Working with the work area
- Working with a code module
- Running procedures from the editor

Procedures

- Creating a command procedure
- Making sense of intellisense
- Using the edit toolbar
- Commenting statements
- Indenting code
- Bookmarking in procedures

Using variables

- Creating & using variables
- Implicit and explicit declarations
- The scope of variables
- Procedure level scoping
- Module level scoping
- Passing variables by reference
- Passing variables by value
- Data types
- Declaring data types
- Using arrays
- Using intrinsic constants

Functions

- Functions theory
- Creating & calling functions
- The msgbox function
- Sending messages to the user
- Input techniques
- Using the inputbox function
- Nesting functions
- Using functions in function procedures

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

Looping structures

- For loops
- Looping with known or specified iterations
- Looping for each item
- Adding an exit to a loop
- The do loop statement
- Looping with unknown iterations

Working with text

- Text & document components
- The story range
- The selection object
- Using the selection object
- The range object
- Using range objects
- Project - inserting text
- Code - inserting text
- Project - displaying text in a text box
- Code - displaying text in a text box
- The find object
- Project - performing a find operation
- Code - performing a find operation

Document management

- The activate, open & close methods
- Opening & closing documents
- The add method
- The Save & SaveAs methods
- Creating & saving documents
- Code - creating & saving documents
- Properties that return information
- Functions that return information
- Project - getting information
- Code - getting information
- Files, folders & drives



Working with files & folders

Project - displaying files in a userform

Code - displaying files in a userform

Removing files & folders

The application & options object

Creating custom forms

Creating a custom form

Adding text boxes to a form

Adding label controls to a form

Changing text box control properties

Adding a combo box control

Adding option buttons

Adding command buttons

Changing the appearance of controls

Running a custom form

Programming userforms

Initialising a form

Closing a form

Creating functions for a form

Coding option buttons

Project - using the after update event

Code - using the after update event

Setting bookmarks for data entry

Project - 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

Error handling

Error types

The on error statement

Creating a simple error handler

Using the resume statement

Using decision structures in error handlers

Project - using the err object

Code - using the err object

Project - error handling in event procedures

Code - error handling in event procedures

Defining custom errors

Built-in dialogs

The dialogs collection

Dialog box arguments

Using the execute method

Using the show method

The display method

Using the display method

Project - working with dialog tabs

Code - working with dialog tabs

Using dialogs with a userform

Code - using dialogs with a userform

How do I book?



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Email us at admin@alphatraining.com



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