VBA Programming with Word 2003

Duration: 2 Days

Course Overview:

In this hands-on intensive two-day course, students learn how to create advanced macros using the function power of the VBA programming tool. This is a great course for the advanced user of Microsoft Word and for helpdesk or support staff working in an intensive Word environment.

Students Learn: See the detailed outline below.

Who Should Attend: Anyone interested in learning higher-level techniques to optimize productivity using Microsoft Word 2003.

Prerequisites: Proficient knowledge of Word 2003.

Course Outline:

Getting Started
Introducing Visual Basic for Applications
Recording and 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 Procedures and Functions
Understanding Modules
Creating a Standard Module
Understanding Procedures
Creating a Sub Procedure
Calling Procedures
Using the Immediate Window to Call Procedures
Creating a Function Procedure
Naming Procedures
Working with the Code Editor

Introducing Objects
Understanding Objects
Exploring the Word Object Model
Referencing Items in Collections
Using the Object Browser
Working with the Document Object
Working with the Selection Object

Writing VBA Code
Understanding Expressions and Statements
Declaring and Using Variables
Implicit vs. Explicit Variable Declaration
Understanding Variable Scope
Declaring and Setting Object Variables
Understanding Data Types
Working with the Input Box
Using Intrinsic Constants
Using the Message Box
Using the With Statement

Working with Forms and Controls
Understanding UserForms
Using the Toolbox
Working with UserForm Properties, Methods, and
    Events

Working with Forms and Controls (cont.)
Using the Properties Window
Understanding Controls
Working with the Label Control
Working with the Text Box Control
Working with the Command Button Control
Working with the Combo Box Control
Working with the Frame Control
Working with Option Button Controls
Working with Control Appearance
Setting the Tab Order
Populating a Control

Working with Intrinsic Functions and Control-of-Flow Structures
Using Intrinsic Functions
Understanding Control-of-Flow Structures
Working with Boolean Expressions
Using the Select Case...End Select Structure
Using the If...End If Decision Structures
Using the Do...Loop Structure
Using the For...To…Next Structure
Using the For Each...Next Structure
Guidelines for use of Control-of-Flow Structures

Debugging Code and Handling Errors
Understanding Errors
Using Debugging Tools
Setting Breakpoints
Stepping through Code
Using Break Mode during Run mode
Determining the Value of Expressions
Understanding Error Handling
Understanding VBA's Error Trapping Options
Trapping Errors with the On Error Statement
Understanding the Err Object
Writing an Error-Handling Routine

Executing Macros
Assigning a Macro to a Shortcut Key
Assigning a Macro to a Custom Menu or Toolbar
Modifying an Existing Word Command
Creating an Automatic Macro