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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

Word VBA Introduction

Duration: 3 days

Overview:

Get ready to take your Word Documents to the next level by harnessing the power of the VBA language. Aspect's Word VBA course will help you gain more control over your documents by using VBA while also showing you how to develop more dynamic Word forms for other users. From introductory concepts to advanced developer topics, it guides you through every aspect of Word VBA.

Aspect's Word VBA course is the perfect introduction to VBA and shows you how to use it to enhance Word. You'll then learn how to work with the key objects and uncover the best ways to gain access to Documents, Selections, and more.

Aspect's Word VBA course helps you to create automated documents for all those repetitive tasks. VBA can also help to simply complex tasks that need to be performed on a regular basis. At the end of the course, users will be able to record and run macros, edit the VBA code, build in looping structures and create custom forms.

Prerequisites:

Delegates should have proficient knowledge of Microsoft Word or should have attended all of the following courses (or similar) prior to this course:

Aspect's Word Introduction

Aspect's Word Intermediate

Aspect's Word Advance

Topics:

1 - Getting Started

Introducing Visual Basic for Applications

Displaying the Developer Tab

Recording a Macro

Saving a Macro-Enabled Workbook

Running a Macro

Editing a Macro in the Visual Basic Editor

Understanding the Development Environment

Using Visual Basic Help

Understanding Macro Security

2 - 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

3 - 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

Creating an Event Procedure

4 - Word objects

Word documents

The active document

Opening windows

The Range object

The Selection object

Manipulating text

5 - Using Expressions, Variables, and Intrinsic Functions

Understanding Expressions and Statements

Declaring Variables

Understanding Data Types

Working with Variable Scope

Using Intrinsic Functions

Using Intrinsic Constants

Using Message Boxes

Using Input Boxes

Declaring and Using Object Variables

6 - 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...To...Next Structure

Using the For Each...Next Structure

Guidelines for use of Control-of-Flow Structures

7 - Working with Forms and Controls

Understanding UserForms

Using the Toolbox

Working with UserForm Properties, Events, and Methods

Understanding Controls

Setting Control Properties in the Properties Window

Working with Control Appearance

Setting the Tab Order

Populating a Control

Adding Code to Controls

Launching a Form in Code

8 - Debugging Code

Understanding Errors

Using Debugging Tools

Setting Breakpoints

Stepping through Code

Using Break Mode during Run mode

Determining the Value of Expressions

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