

Course overview:

Word VBA



Overview and objectives

This course will give students proficiency in the Visual Basic Editor (VBE), Word objects, basic VBA programming, control structures, debugging tools, advanced VBA programming, and event handling.

Target audience

Students should have familiarity with personal computers and the use of the keyboard and mouse. They should have completed introduction, intermediate and advanced courses in Word 2003 or have equivalent practical experience

Course objectives

On course completion, students will be able to:

- Use VBA and examine the Visual Basic Editor; change the properties of an object; add a module to a project; write the code for a procedure and then run it; and use the Object Browser to search procedures.
- Manipulate data by declaring variables of different data types; combine data by using expressions; use functions to accept input and display output; and declare variables and procedures with the appropriate scope.
- Work with VBA objects; create, open, save, and close documents by using a Document collection; create a table by using the Tables collection; and work with the Table object.
- Use decision structures to create procedures that make decisions; and use loop structures to perform repetitive tasks

Course contents

Getting started with the Visual Basic Editor Visual Basic for Applications • Properties and modules • The Code window • The Object Browser

Programming basics Working with variables and functions • Scope of variables • Scope of procedures

Word objects Programming with objects • The Documents collection • The Tables collection

Control structures Using decision structures • Using loop structures

Forms Working with forms • Using events in forms

Debugging and error handling Errors • Debugging • Error-handling