



4D Training

Word VBA

(all versions)

Who would benefit?

This course is for those who need to automate the procedures by which they create and edit documents. The course is aimed at those with little or no previous programming background, although experienced programmers wishing to learn VBA will find it a quick and valuable introduction to the language.

Objective

On completion of this course you will be able to write VBA code to automate Word documents.

Content

- Introducing Visual Basic for Applications
 - Recording and playing back macros
 - Editing a macro in the Visual Basic editor
 - Understanding the development environment
 - Using Visual Basic help
 - Saving your code: inserting and deleting modules and moving code between modules/documents
- Word objects, properties and methods
 - Navigating the Word object hierarchy
 - Working with Document, Selection and Range objects
 - Understand how to insert, delete and format text using VBA
- Working with Bookmarks
 - Defining and using bookmarks
 - Selecting a bookmark in a macro
- Working with message boxes and input boxes
- User Designed Forms
 - Designing user forms
 - Understanding the toolbox and various controls
 - Setting control properties in the properties window
 - Displaying the form
 - Coding the form
- Controlling Program Execution
 - Using the if...end if decision structures
 - Using the select case...end select structure
 - Using the Do...Loop structure
- Debugging Code
 - Understanding common errors
 - Setting breakpoints and stepping through code
 - Useful error trapping code

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Word Advanced.