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Microsoft Word VBA

Duration: 2 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

Continued over....



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Course Topics:

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

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

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

Word objects

Word documents
The active document
Opening windows
The Range object
The Selection object
Manipulating text

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

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

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

Debugging Code

Understanding Errors
Using Debugging Tools
Setting Breakpoints
Stepping through Code
Using Break Mode during Run mode
Determining the Value of Expressions