

Microsoft Word VBA

(2 days)

Aim

This course offers an understanding of the VBA programming in Word.

Who should attend

Delegates who have advanced product skills in Word for Windows and who wish to create programs within Word

Course Content

Overview of Visual Basic

Objects and hierarchies
Introduction to VBA
Recording a macro
Running a macro
Editing a macro

Overview of Visual Basic Editor

Creating modules
Project window
Properties window

Inputs and Outputs

Selecting cells, ranges and objects
Entering formulas and calculations
Input and message boxes

Variables

Assigning data to variables
Declaring variables
Data types
Variable scope
Constants
Using option explicit

Custom Dialog Boxes

Dialog boxes for data input

Control Structures

IF, THEN, SELECT CASE, DO, WHILE, FOR
and FOR EACH

Objects, Properties, methods, events and error handling

Capturing errors
Manipulating errors

Debugging

Quick watch (for variables)
Break points
Debug window

Forms (dialog boxes)

Command buttons
Combo boxes (dropdowns)
Tick boxes
Radio buttons
Form initialisation

Menus and toolbars

Building custom menus
Modifying the standard toolbars
Creating custom tools & toolbars

Optional Extras (if required)

Links to other applications



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