



Programming In VBA

Using Microsoft Word 2013



INFOCUS COURSEWARE

ms801-ver2013-sg

Instructor Resources SiderisTraining

2 Days

❖ General Description

The skills and knowledge acquired in Programming In VBA - Using Microsoft Word 2013 are sufficient to be able to create VBA applications in Microsoft Word 2013.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand the **Word** object model and **VBA** concepts
- work effectively with the main features of the **VBA Editor** window
- create procedures in **VBA**
- create and use variables
- create and work with user-defined functions
- use programming techniques to control the action taken by your program
- construct loops that repeat code according to different requirements
- identify and select specific text using code modules
- create and use code to undertake basic file management tasks
- create code to drive a user form
- write a variety of error handling routines
- use **VBA** code to display and use **Word's** built-in dialog boxes

❖ Prerequisites

Programming In VBA - Using Microsoft Word 2013 assumes a good working knowledge of the software. The learner should be able to create and edit different kinds of documents and must also have a general understanding of personal computers and the Windows operating system environment and be able to use File Explorer to locate and copy files.

❖ Topic Sheets

148 topics

❖ Pages

174 pages

Contents

Understanding Word VBA

Programming in Microsoft Word
VBA Terminology
Displaying the DEVELOPER Tab
The VBA Editor Screen
Opening and Closing the Editor
Understanding Objects
The Object Hierarchy
Viewing the Word Object Model
Using the Immediate Window
Working With Object Collections
Setting Property Values
Using the Object Browser
Programming With the Object Browser

Accessing Help
Code Glossary

Starting With Word VBA

Using the Project Explorer
Using the Properties Window
Using the Work Area
Viewing Other Panes
Working With Toolbars
Working With a Code Module
Running Code From the Editor
Setting Breakpoints in Code
Stepping Through Code

Procedures

Understanding Procedures

Where to Write Procedures
Creating a New Sub Routine
Using IntelliSense
Using the Edit Toolbar
Commenting Statements
Indenting Code
Bookmarking in Procedures
Code Glossary

Variables

Understanding Variables
Creating and Using Variables
Explicit Declarations
The Scope of Variables
Procedure Level Scoping
Module Level Scoping



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Understanding Passing Variables
Passing Variables by Reference
Passing Variables by Value
Understanding Data Types for Variables
Declaring Data Types
Using Arrays
Code Glossary

Functions

Understanding Functions
Creating and Calling Functions
The MsgBox Function
Using MsgBox
The InputBox Function
Using the InputBox Function
Nesting Functions
Using Functions in Function Procedures
Code Glossary

Decision Structures

The IF Statement
Using IF for Single Conditions
Using IF for Multiple Conditions
The Select Case Statement
Using the Select Case Statement
Using Select for Sets of Values
Using Select for Ranges of Values
Code Glossary

Looping Structures

For Loops
Looping With Specified Iterations
Looping for Each Item
Adding an Exit to a Loop
The Do Loop Statement
Looping With Unknown Iterations
Code Glossary

Working With Text

Understanding Text and Document Components
Understanding the Story Range
Understanding the Selection Object
Using the Selection Object
Understanding the Range Object
Using Range Objects
Assignment Inserting Text
Code Inserting Text
Assignment Displaying Text in a Text Box

Code Displaying Text in a Text Box
Understanding the Find Object
Assignment Performing a Find Operation
Code Performing a Find Operation
Code Glossary

Document Management

The Activate Open and Close Methods
Opening and Closing Documents
Understanding the Add Method
Understanding the Save Methods
Assignment Creating and Saving Documents
Code Creating and Saving Documents
Properties That Return Information
Functions That Return Information
Assignment Getting Information
Code Getting Information
Understanding Files Folders and Drives
Working With Files and Folders
Assignment Displaying Files in a UserForm
Code Displaying Files in a UserForm
Removing Files and Folders
The Application and Options Object
Code Glossary

Programming UserForms

Handling Form Events
Initialising a Form
Closing a Form
Creating Functions for a Form
Creating Code for Option Buttons
Assignment Using the AfterUpdate Event
Code Using the AfterUpdate Event
Setting Bookmarks for Data Entry
Assignment Using Bookmarks to Enter Data
Code Using Bookmarks to Enter Data
Setting the Tab Order
Forcing Correct Entry
Templates and AutoStart Macros
Creating a Template With AutoMacros
Code Glossary

Error Handling

Understanding Error Types

The on Error Statement
Simple Error Trapping
Using the Resume Statement
Using Decision Structures in Error Handlers
Assignment Using the Err Object
Code Using the Err Object
Assignment Error Handling in Event Procedures
Code Error Handling in Event Procedures
Defining Custom Errors
Code Glossary

BuiltIn Dialogs

The Dialogs Collection
Dialog Box Arguments
Using the Execute Method
Using the Show Method
The Display Method
Using the Display Method
Working With Dialog Tabs
Assignment Using Dialogs With a UserForm
Code Using Dialogs With a UserForm

Product Information

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