



# Programming in VBA

## Using Microsoft Word 2010



ms801-ver2010-sg

Instructor Resources SiderisTraining

2 Days

### ❖ General Description

The skills and knowledge acquired in **VBA Programming Using Microsoft Word 2010** are sufficient to create VBA applications in Microsoft Word 2010.

### ❖ 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 a custom form complete with an assortment of controls
- 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

### ❖ Target Audience

**VBA Programming Using Microsoft Word 2010** is designed for people who need to know how to program applications for using Visual Basic for Applications.

### ❖ Prerequisites

**VBA Programming Using Microsoft Word 2010** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Pages

170 pages

### ❖ Duration\*

2-day training program consisting of approximately 14 – 16 hours

### ❖ Student Files

The instructor (and students) will be given access to extensive classroom resources used for in-class workshops.



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### Contents

#### ➤ Understanding Word VBA

- ✓ Programming In Microsoft Word
- ✓ VBA Terminology
- ✓ 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
- ✓ The Best VBA Help Available

#### ➤ The VBA Editor

- ✓ The VBA Editor Screen
- ✓ Opening And Closing The Editor
- ✓ 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 Procedures Live
- ✓ Creating A New Sub Routine
- ✓ Making Sense Of IntelliSense
- ✓ Using The Edit Toolbar
- ✓ Commenting Statements
- ✓ Indenting Code
- ✓ Bookmarking In Procedures

#### ➤ Variables

- ✓ Understanding Variables
- ✓ Creating And Using Variables
- ✓ Explicit Declarations
- ✓ The Scope Of Variables
- ✓ Procedure Level Scoping
- ✓ Module Level Scoping
- ✓ Understanding Passing Variables
- ✓ Passing Variables By Reference
- ✓ Passing Variables By Value
- ✓ Understanding Data Types For Variables
- ✓ Declaring Data Types
- ✓ Using Arrays

#### ➤ 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

#### ➤ 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

#### ➤ 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

#### ➤ 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
- ✓ Inserting Text
- ✓ Inserting Text
- ✓ Displaying Text In A Text Box
- ✓ Displaying Text In A Text Box
- ✓ Understanding The Find Object
- ✓ Performing A Find Operation
- ✓ Performing A Find Operation

#### ➤ Document Management

- ✓ The Activate, Open And Close Methods
- ✓ Opening And Closing Documents
- ✓ Understanding The Add Method
- ✓ Understanding The Save And Save As Methods
- ✓ Creating And Saving Documents
- ✓ Creating And Saving Documents
- ✓ Properties That Return Information
- ✓ Functions That Return Information
- ✓ Getting Information
- ✓ Getting Information
- ✓ Understanding Files, Folders And Drives

- ✓ Working With Files And Folders
- ✓ Displaying Files In A UserForm
- ✓ Displaying Code In A UserForm
- ✓ Removing Files And Folders
- ✓ The Application And Options Object

#### ➤ Custom Forms

- ✓ Understanding VBA Forms
- ✓ Creating A Custom Form
- ✓ Adding Text Boxes To A Form
- ✓ Adding Labels Controls To A Form
- ✓ Changing Text Box Control Properties
- ✓ Adding A Combo Box Control
- ✓ Adding Option Buttons
- ✓ Adding Command Buttons
- ✓ Changing The Appearance Of Controls
- ✓ Running A Custom Form

#### ➤ Programming UserForms

- ✓ Handling Form Events
- ✓ Initialising A Form
- ✓ Closing A Form
- ✓ Creating Functions For A Form
- ✓ Creating Code For Option Buttons
- ✓ Using The AfterUpdate Event
- ✓ Using The AfterUpdate Event
- ✓ Setting Bookmarks For Data Entry
- ✓ Using Bookmarks To Enter Data
- ✓ Using Bookmarks To Enter Data
- ✓ Setting The Tab Order
- ✓ Forcing Correct Entry
- ✓ Templates And AutoStart Macros
- ✓ Creating A Template With AutoMacros

#### ➤ Error Handling

- ✓ Understanding Error Types
- ✓ The On Error Statement
- ✓ Simple Error Trapping
- ✓ Using The Resume Statement
- ✓ Using Decision Structures In Error Handlers
- ✓ Using The Err Object
- ✓ Using The Err Object
- ✓ Error Handling In Event Procedures
- ✓ Error Handling In Event Procedures
- ✓ Defining Custom Errors

#### ➤ BuiltIn Dialogs

- ✓ The Dialogs Collection
- ✓ Dialog Box Arguments
- ✓ Using The Execute Method



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- ✓ Using The Show Method
- ✓ The Display Method
- ✓ Using The Display Method
- ✓ Working With Dialog Tabs
- ✓ Using Dialogs With A UserForm
- ✓ Using Dialogs With A UserForm
- **Concluding Remarks**