



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