



INFOCUS COURSEWARE

Programming in VBA

Using Microsoft Word 2016



Product Code: INF1668

ISBN: 978-1-925526-60-8

❖ General Description

The skills and knowledge acquired in this course are sufficient to be able to create real life working **VBA** applications within **Word**. The learner will be able to work with **VBA** within the **Word** environment to program and automate document operations.

❖ 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 2016 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

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Contents

Understanding Word VBA

- Programming in Microsoft Word
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- The Object Hierarchy
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- Using the Immediate Window
- Working With Object Collections
- Setting Property Values
- Using the Object Browser
- Programming With the Object Browser
- Accessing Help
- Code Glossary

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- Code - Displaying Text in a Text Box
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- Templates and AutoStart Macros



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Creating a Template With
AutoMacros
Code Glossary

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The on Error Statement
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UserForm



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