



INFOCUS COURSEWARE

VBA Programming

Using Microsoft Word 2010



Module Series

Order Code: INF1068 ISBN: 978-1-925121-83-4

❖ 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

168 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **VBA Programming Using Microsoft Word 2010** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1068**.

❖ Methodology

The In Focus 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 other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* *Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, November 29, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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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

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- ✓ Making Sense Of IntelliSense
- ✓ Using The Edit Toolbar
- ✓ Commenting Statements
- ✓ Indenting Code
- ✓ Bookmarking In Procedures

➤ Variables

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

➤ Functions

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- ✓ 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

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- ✓ 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
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➤ 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
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- ✓ Using Range Objects
- ✓ Inserting Text
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- ✓ Displaying Text In A Text Box
- ✓ Displaying Text In A Text Box
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- ✓ Creating And Saving Documents
- ✓ Creating And Saving Documents
- ✓ Properties That Return Information
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- ✓ Working With Files And Folders
- ✓ Displaying Files In A UserForm
- ✓ Displaying Code In A UserForm
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➤ Custom Forms

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- ✓ Adding Labels Controls To A Form
- ✓ Changing Text Box Control Properties
- ✓ Adding A Combo Box Control
- ✓ Adding Option Buttons
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- ✓ 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**



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