



Refine-IT

Course Outline MS Word- Visual BASIC for Applications (VBA) **A Two Day Training Course for Non-Programmers**

Overview and Goals -. This course has been specially designed for the advanced Word user who wishes to make use of the more powerful facilities of MS Word made available by VBA. This course explores VBA language and delegates will develop a small project to ensure that future editing, amending, updating and data extractions can be carried out with the minimum of effort. The course is aimed at those with little or no previous programming background, although experienced programmers wishing to learn VBA will find it a quick and valuable introduction to the language. Previous experience of recording Word macros is desirable though not essential. Throughout the course the theme of adopting good programming practices will be encouraged.

Course Objectives -. to introduce the techniques of programming in VBA through the automation of typical Word tasks

Who Should Attend - Word users who have a strong working knowledge of the product. A good understanding of the architecture of Word, including templates, styles and fields, is assumed.

Duration- 2 days

Introduction

- The role of VBA in MS Word
- Solving problems with VBA

Bookmarks

- What are Bookmarks?
- Defining & Using Bookmarks
- Predefined Bookmarks

Document Templates

- Creating & Using Templates

Introduction to Macros

- Macros What, Why, When and How?
- Recording & Running a Macro
- Auto Macros
- Macros and templates
- Selecting a Bookmark in a Macro

Editing Macros

- Visual Basic Editor; Procedures
- Inserting Comments
- Printing a Visual Basic Module

Naming Conventions

- Advantages of using clear Naming Conventions
- Memory Variables
- User Form Controls

Creating VBA Projects

- Structuring an application
- Identifying Modules and procedures
- Writing and testing tight and concise VBA code
- Adopting good programming practices
- The Range Object
- Working with Range Objects; Story
- Navigating in Word
- Inserting, Deleting and Editing Text

Basic Text Formatting

- Objects, Properties and Methods
- What are Objects and Collections?
- What is a Property? What is a Method?
- Returning an Object

Variable and Constants

- Variable; Data Types; Constants

Control Structures

- Conditional Control Structures
- Looping Control Structures
- FOR...NEXT
- Performing Multiple Actions on an Object
- Non-Structured Statements
- Sub Procedures

What you will be able to do

- Create and automate template selection
- Record, edit and write VBA procedures to automate repetitive or complex tasks
- Use the Visual Basic Editor to organise, debug and run procedures
- Use control structures and decision-making devices
- Create user-interactive procedures, including user-forms and custom dialog boxes
- Utilise bookmarks for text insertion
- Automatic creation of pre-defined tables
- Edit headers and footers
- Automatic displaying/hiding of toolbars

Controls, Dialog Boxes and Forms

- Built-in Dialog Boxes
- Predefined Dialog Boxes
- User-Defined Forms
- Adding Form Controls
- Form Control Properties
- Control and Dialog Box Events
- Displaying and Dismissing a User Form
- Handling Form Controls

Debugging & Error Trapping

- Errors; Break Mode
- Quick Watch; Stepping
- Error Handling
- Course Summary



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

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