

MICROSOFT OFFICE WORD 2003 VISUAL BASIC FOR APPLICATIONS

COURSE AIMS

This course is aimed at experienced users of Word 2003 who wish to extend the versatility of the package by automating complex or repetitive tasks by the use of the Visual Basic for Applications (VBA) macro programming language.

On completion of the course the user should be able to confidently design and create relatively sophisticated macro programmes and do the following:

- Record and edit Word VBA macros/procedures.
- Design, write and attach macros to a toolbar, menu or keyboard shortcut.
- Include standard control structures in procedures.
- Build an automated application, including user-defined forms.

COURSE OUTLINE

Fields

Inserting and Managing Fields

Forms Fields

Creating an On-Line Form
Form Field Macros

Bookmarks

Inserting and Using Bookmarks
Bookmarks in Macros

Templates

Templates and Macros
Global Templates

Introduction to VBA

Recording a Macro
Running a Macro
Visual Basic Editor

Variables & Constants

Declaring Variables
Data Types

NOTES

Users should have attended a Word 2003 Advanced course prior to attending this course, or have a similar level of knowledge. No previous programming knowledge is assumed but would be useful.

This course is NOT suitable for developers experienced in other languages but with no or limited Word 2003 knowledge.

Control Structures

IF, FOR...NEXT, FOR EACH...NEXT,
DO...WHILE
Subroutines – Passing Parameters

Objects, Properties and Methods

Controls and Dialog Boxes

Built-In and Predefined Dialog Boxes

User-Defined Forms

Form Controls and Events
Managing Forms

Testing and Debugging

Using the Debugging Tools
Error Handling

Events

Document Events

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