



Introduction to VBA - Word 2003/2007

Course Outline

Duration: 2 Days

Macros & VBA Code

- Macro Overview
- Recording & running a Simple Macro
- Assigning a Macro to a Toolbar
- Examining & Editing Macro Code
- Removing a Macro

VBA Concepts

- Overview of VBA
- Object-Oriented & Event-Driven
- Overview of Objects & the Object Model
- Properties, Methods, Events
- Projects, Modules & Procedures
- Documents Collection Object
- Testing & security
- Deleting a Procedure

Using the VB Editor

- Overview of the VB Editor
- Working with the Project Explorer, Code Modules, and the Properties Windows
- Running Programs from the VB Editor

Variables

- Overview of Variables & Data Types
- Explicit Declaration of Variables
- Scoping Variables
- Advantages of Local & Private Variables
- Passing Parameters & Variables by Value
- Working with Constants

Functions

- Overview of Functions
- Creating a Function
- Calling Functions
- InputBox Function
- Arguments
- MsgBox Functions
- Nesting Functions
- Using Functions within Function Procedures

Decision Structures

- Overview of Decision Structures
- The If & IfThenElse statements
- Multiple If Select Case Statements
- Case Or & Case To

Looping Structures

- Overview of Loops
- Do Loops and For Loops
- Adding an Exit to a Loop

Working with Text

- Overview of Working With text
- The Selection Object & the Range Object
- Object Variables
- Inserting Text & Displaying Text in a TextBox

Document Management

- Overview of Document Management
- The Activate, Open Close, Add, Save and SaveAs Methods
- Getting Information Working With Files, Folders & Drives
- Handling Files through a UserForm
- The Application & Options Objects

UserForms & Controls

- Overview of UserForms & Controls
- Design-Time & Run-Time
- Creating a New UserForm
- Label Control & the TextBox Control
- Option Buttons, Frames, ListBoxes, ComboBoxes & Command Buttons
- Running a UserForm
- Viewing the UserForm Code Module
- Adjusting Control Properties

Programming a Form

- Overview of VBA Programs
- Incorporating a UserForm
- Displaying & Hiding the UserForm
- Event Procedures & Internal Events
- Calculations with Data
- Event Handling & Data Entry
- Forcing the Correct Entry
- Attaching the Program to a Template
- Auto Macros

Error Handling

- Overview of Errors
- The On Error Statement
- The Resume Statement
- Decision Structures within Error Handlers
- The Err Object
- Error Handling In Event Procedures
- Custom Errors

Built-In Dialogs

- Overview of Dialogs
- The Execute, Show & Display Methods
- Working with Tabs