

VBA100 : VBA Word Programming

Code : VBA100 **Duration :** 2 days

Audience :

This course is designed for persons who want to learn to write templates in Word and who want to direct the input of forms with VBA.

Prerequisites :

Good knowledge of templates in Word and how Word deals with text, paragraphs and sections is required to participate in this course.

Realization :

The theory is treated on the basis of presentation slides. Illustrative demos provide further clarification of the concepts. The theory is interspersed with practical exercises.

Category :

Scripting



VBA Word Programming



Contents :

This course discusses how VBA, Visual Basic for Applications, can be used to write templates and macros in Word and thus to access Word programmatically. Participants learn what the Word objects are and how they can be accessed. The course focuses on those parts of VBA that are important to control Word. The course participants learn to make templates that use custom dialogs, dynamic menus and toolbars. Attention is paid to the underlying VBA code. Next the syntax of VBA language is discussed with statements, variables and control flow constructs. An important part of the course involves the use of functions and procedures in Word and the participants also learn how to write their own and call them from VBA code. The so called Word object model and its properties and functions that allow you to control Word programmatically is addressed. Furthermore attention is paid to how databases can be accessed from Word with the DAO, Data Access Objects, object model. And finally events and their handling is on the course schedule. After completing this course, participants are able to create and maintain templates that are fully focused on their own corporate identity.

Module 1 : VBA in Word

- Templates in Word
- Template types
- Macro's and templates
- Recording and playing macro's
- Visual Basic Editor
- Programming in VBA
- Entering code
- VBA Code
- Statements
- Comments
- Interaction with the user
- MessageBox and Inputbox

Module 4 : Functions

- What are functions?
- Parameters
- Arguments
- Finding functions
- Defining Functions
- Forms
- Making a user interface
- Creating dialog windows
- Moving the cursor

Module 2 : VBA Syntax

- Variables
- Constants
- Declarations
- Data Types
- Modules
- Objects
- Stepwise execution
- Breakpoints
- Debugging
- Syntax errors
- Error handling

Module 5 : Word Object Model

- Word objects
- Object model
- Documents
- Paragraphs
- Sections
- Bookmarks
- Range Object
- What is DAO?
- Data Access Objects
- Word Database Access

Module 3 : Control flow

- Selections
- If Statements
- Else Statements
- If Then Else
- Select case
- Iterations
- For Next
- Do Loop
- With end with
- Arrays in VBA

Module 6 : Events

- What are Events?
- Type of events
- Reaction on events
- Event handling
- Event functions
- Domain functions