

## *Training Course Specification*

**Course:** Microsoft Word 2003 VBA and Programming

**Duration:** One-Day

**COURSE OBJECTIVES:** This course introduces experienced Word users to developing the application and its uses. Delegates will learn a broad range of structures and procedures intended for manipulating data, documents and templates.

**WHO SHOULD ATTEND:** People who intend to customise Word installations to manipulate data and/or create automated templates and forms.

**EXPERIENCE NEEDED:** This course assumes a very good grounding in the use of Microsoft Word. Delegates should have sat the Word Intermediate or Advanced course or have equivalent knowledge. A very clear understanding of the Windows operating system is essential. No programming experience is necessary.

### **COURSE CONTENT**

#### **1. BOOKMARKS**

What are Bookmarks?  
Defining Bookmarks  
Using Bookmarks  
Predefined Bookmarks      Selecting a  
Bookmark in a Macro

#### **2. FIELDS**

What are Fields?  
Inserting Fields  
Viewing Field Results or Codes  
Field Keys  
Useful Fields  
Field Switches

#### **3. DOCUMENT TEMPLATES**

Introduction  
Creating and Using Templates

#### **4. FORM FIELDS**

introduction  
creating an on-line form  
creating a form  
form field options  
protecting forms  
save forms data only  
printing a form  
macros and form fields  
example form macros

## 5. INTRODUCTION TO MACROS

What is a Macro?  
Why Use Macros?  
Creating a Macro  
Running a Macro  
Auto Macros

## 7. THE RANGE OBJECT

Navigating in Word  
Inserting, Deleting and Editing Text  
Inserting Text after a Bookmark  
Basic Text Formatting

## 9. CONTROL STRUCTURES

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

## 11. STORING INFORMATION

Document Variables  
The Windows Registry

## 13. EVENTS

Introduction  
Document Events  
OnTime Method

## 6. EDITING MACROS

Visual Basic Editor  
Procedures  
Inserting Comments  
Printing a Visual Basic Module

## 8. OBJECTS, PROPERTIES AND METHODS

Introduction What are Objects and Collections?  
What is a Property?  
What is a Method?  
Returning an Object  
Variables and Constants  
VARIABLES  
Data Types  
Constants

## 10. CONTROLS, DIALOG BOXES AND USER-DEFINED FORMS

Introduction  
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

## 12. DEBUGGING AND ERROR TRAPPING

Break Mode  
Quick Watch Stepping  
Error Handling

## APPENDIX A. NAMING CONVENTIONS

Memory Variables  
User-Defined Form Controls

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