

Training Course Specification

Course: Microsoft Word 2003 VBA and Programming

Duration: Two Days

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

For further information please contact Sue Parsons Training:

Tel: 0118 3059002
Email: info@sueparsonstraining.co.uk
Web: www.spct.co.uk