

Word Power Macros (VBA) Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	A thorough knowledge of Word is essential: however, no knowledge of Visual Basic for Applications is needed.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Bookmarks

defining & using bookmarks • predefined bookmarks • selecting a bookmark in a macro

Fields

inserting fields • viewing field results or codes • field keys - useful fields field switches

Forms

creating a form • form field options • protecting forms • save forms • data only • printing a form • macros and form fields

Introduction to Macros

creating & running a macro • auto macros • visual basic editor procedures • inserting comments • printing a visual basic module

The Range Object

working with range objects • navigating in word • inserting, deleting & editing text • text formatting

Objects, Properties and Methods

what are objects and collections • what are properties and methods • returning an object

Variables and Constants

variables • data types • constants

Control Structures

conditional control structures • looping control structures

Controls, Dialog Boxes and Forms

built-in 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

Debugging & Error Trapping

break mode & stepping through code • quick watch • error handling

Events

Document Events • OnTime Method