

Word 2007: VBA Programming Training

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Course duration

- 1 Days

Course Outline

This VBA programming for Word 2007 training course is designed to give experienced Word users proficiency in using the Visual Basic Editor (VBE). Students will learn how to build applications, debug code, automate data entry, and merge data files. They will also learn how to create forms, build tables, secure information, and share data.

- Learn to use VBA within Microsoft Word.
- Expertise in Microsoft Word

1. Visual Basic Editor

1. Visual Basic for Applications
2. Object Programming
3. Event Procedures and Macros
 1. Event Procedures
 2. Macros
4. Using Help
 1. Getting Help in the Object Browser
5. Using the Visual Basic Editor in Word
 1. The DisplayDate Procedure

2. Programming Basics

1. Data Basics
2. Scope of Variables
 1. Reserving a Procedure-level Variable
3. Naming Variables
 1. Selecting the Appropriate Data Type and Name for a Variable
4. Using Variables to Accept User Input
 1. Reserving a Procedure-level String Variable
 2. The InputBox Function
 3. Concatenating Strings

5. Using String Variables in Word
 1. Creating a Fax Transmittal Sheet
 2. Creating the FaxTransmittal Macro Procedure
 3. Creating a Custom Button
3. Control Structures
 1. Decision Structures
 1. Using the If Then Else Statement
 2. Nesting If Then Else Statements
 2. Using the Selection Structure in Word
 1. The TablesOfContents Collection
 2. Coding the CreateToc Procedure
4. Custom Dialog Boxes
 1. User Forms
 2. Windows Standards
 3. Dialog Box Controls
 4. Adding a Form
 1. The Toolbox
 2. Sizing, Moving, Deleting, and Restoring a Control
 3. Using the Option Button, Check Box, and List Box Controls in Word
 4. UserForm's Initialize Event
 5. The Enter Button's Open Event Procedure
5. Debugging and Error Handling
 1. Errors
 2. Automation and Error Trapping
 1. Using the GetObject Function
 2. Intercepting and Handling Run-time Errors
 3. Preventing Multiple Instances of an Application
 3. Using Automation and Error Trapping in Word
 1. Modifying the CreateCertificate Procedure

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