

# Training

---

## ***Training Course Specification***

**Course: Microsoft Word 2007 VBA and Programming**

**Duration: 25 Hours**

- 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 STUDY:** 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**

- |                                 |                                     |                                |                                     |
|---------------------------------|-------------------------------------|--------------------------------|-------------------------------------|
| <b>1. BOOKMARKS</b>             | Error! Bookmark not defined.        | <b>2. FIELDS</b>               | Error! Bookmark not defined.        |
| WHAT ARE BOOKMARKS?             | <b>ERROR! BOOKMARK NOT DEFINED.</b> | WHAT ARE FIELDS?               | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| DEFINING BOOKMARKS              | <b>ERROR! BOOKMARK NOT DEFINED.</b> | INSERTING FIELDS               | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| USING BOOKMARKS                 | <b>ERROR! BOOKMARK NOT DEFINED.</b> | VIEWING FIELD RESULTS OR CODES | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| PREDEFINED BOOKMARKS            | <b>ERROR! BOOKMARK NOT DEFINED.</b> | FIELD KEYS                     | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| SELECTING A BOOKMARK IN A MACRO | <b>ERROR! BOOKMARK NOT DEFINED.</b> | USEFUL FIELDS                  | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| EXERCISE 1                      | <b>ERROR! BOOKMARK NOT DEFINED.</b> | FIELD SWITCHES                 | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
|                                 |                                     | EXERCISE 2                     |                                     |
- ERROR! BOOKMARK NOT DEFINED.

### 3. DOCUMENT TEMPLATES Error!

Bookmark not defined.

INTRODUCTION **ERROR! BOOKMARK NOT DEFINED.**  
CREATING AND USING TEMPLATES **ERROR! BOOKMARK NOT DEFINED.**  
EXERCISE 3

### 5. INTRODUCTION TO MACROS Error!

Bookmark not defined.

WHAT IS A MACRO? **ERROR! BOOKMARK NOT DEFINED.**  
WHY USE MACROS? **ERROR! BOOKMARK NOT DEFINED.**  
CREATING A MACRO **ERROR! BOOKMARK NOT DEFINED.**  
RUNNING A MACRO **ERROR! BOOKMARK NOT DEFINED.**  
AUTO MACROS **ERROR! BOOKMARK NOT DEFINED.**  
EXERCISE 5 **ERROR! BOOKMARK NOT DEFINED.**  
ANSWER 5

### 7. THE RANGE OBJECT

NAVIGATING IN WORD **ERROR! BOOKMARK NOT DEFINED.**  
INSERTING, DELETING AND EDITING TEXT **ERROR! BOOKMARK NOT DEFINED.**  
INSERTING TEXT AFTER A BOOKMARK **ERROR! BOOKMARK NOT DEFINED.**  
BASIC TEXT FORMATTING **ERROR! BOOKMARK NOT DEFINED.**  
EXERCISE 7; **ERROR! BOOKMARK NOT DEFINED.**ANSWER 7

### 4. FORM FIELDS Error! Bookmark not defined.

INTRODUCTION **ERROR! BOOKMARK NOT DEFINED.**  
CREATING AN ON-LINE FORM **ERROR! BOOKMARK NOT DEFINED.**  
CREATING A FORM **ERROR! BOOKMARK NOT DEFINED.**  
FORM FIELD OPTIONS **ERROR! BOOKMARK NOT DEFINED.**  
PROTECTING FORMS **ERROR! BOOKMARK NOT DEFINED.**  
SAVE FORMS DATA ONLY **ERROR! BOOKMARK NOT DEFINED.**  
PRINTING A FORM **ERROR! BOOKMARK NOT DEFINED.**  
MACROS AND FORM FIELDS **ERROR! BOOKMARK NOT DEFINED.**  
EXAMPLE FORM MACROS **ERROR! BOOKMARK NOT DEFINED.**  
EXERCISE 4

### 6. EDITING MACROS Error! Bookmark not defined.

VISUAL BASIC EDITOR **ERROR! BOOKMARK NOT DEFINED.**  
PROCEDURES **ERROR! BOOKMARK NOT DEFINED.**  
INSERTING COMMENTS **ERROR! BOOKMARK NOT DEFINED.**  
PRINTING A VISUAL BASIC MODULE **ERROR! BOOKMARK NOT DEFINED.**  
EXERCISE 6 **ERROR! BOOKMARK NOT DEFINED.**  
ANSWER 6

### 8. OBJECTS, PROPERTIES AND METHODS

Error! Bookmark not defined.

INTRODUCTION **ERROR! BOOKMARK NOT DEFINED.**  
WHAT ARE OBJECTS AND COLLECTIONS? **ERROR! BOOKMARK NOT DEFINED.**  
WHAT IS A PROPERTY? **ERROR! BOOKMARK NOT DEFINED.**  
WHAT IS A METHOD? **ERROR! BOOKMARK NOT DEFINED.**  
RETURNING AN OBJECT **ERROR! BOOKMARK NOT DEFINED.**  
VARIABLES AND CONSTANTS **ERROR! BOOKMARK NOT DEFINED.**  
VARIABLES **ERROR! BOOKMARK NOT DEFINED.**  
DATA TYPES **ERROR! BOOKMARK NOT DEFINED.**  
CONSTANTS

## 9. CONTROL STRUCTURES Error!

Bookmark not defined.

CONDITIONAL CONTROL STRUCTURES **ERROR!**

**BOOKMARK NOT DEFINED.**

LOOPING CONTROL STRUCTURES **ERROR! BOOKMARK NOT DEFINED.**

PERFORMING MULTIPLE ACTIONS ON AN OBJECT

**ERROR! BOOKMARK NOT DEFINED.**

NON-STRUCTURED STATEMENTS **ERROR! BOOKMARK NOT DEFINED.**

SUB PROCEDURES **ERROR! BOOKMARK NOT DEFINED.**

EXERCISE 8

## 10. CONTROLS, DIALOG BOXES AND USER-DEFINED FORMS Error! Bookmark not defined.

INTRODUCTION **ERROR! BOOKMARK NOT DEFINED.**

BUILT-IN DIALOG BOXES **ERROR! BOOKMARK NOT DEFINED.**

PREDEFINED DIALOG BOXES **ERROR! BOOKMARK NOT DEFINED.**

USER-DEFINED FORMS **ERROR! BOOKMARK NOT DEFINED.**

ADDING FORM CONTROLS **ERROR! BOOKMARK NOT DEFINED.**

FORM CONTROL PROPERTIES **ERROR! BOOKMARK NOT DEFINED.**

CONTROL AND DIALOG BOX EVENTS **ERROR! BOOKMARK NOT DEFINED.**

DISPLAYING AND DISMISSING A USER FORM **ERROR! BOOKMARK NOT DEFINED.**

HANDLING FORM CONTROLS **ERROR! BOOKMARK NOT DEFINED.**

EXAMPLE **ERROR! BOOKMARK NOT DEFINED.**

EXERCISE 9

## 11. STORING INFORMATION Error!

Bookmark not defined.

DOCUMENT VARIABLES **ERROR! BOOKMARK NOT DEFINED.**

THE WINDOWS REGISTRY

## 12. DEBUGGING AND ERROR TRAPPING

Error! Bookmark not defined.

ERRORS **ERROR! BOOKMARK NOT DEFINED.**

BREAK MODE **ERROR! BOOKMARK NOT DEFINED.**

QUICK WATCH **ERROR! BOOKMARK NOT DEFINED.**

STEPPING **ERROR! BOOKMARK NOT DEFINED.**

ERROR HANDLING **ERROR! BOOKMARK NOT DEFINED.**

ERROR HANDLING EXAMPLE

## 13. EVENTS Error! Bookmark not defined.

INTRODUCTION **ERROR! BOOKMARK NOT DEFINED.**

DOCUMENT EVENTS **ERROR! BOOKMARK NOT DEFINED.**

ONTIME METHOD

## APPENDIX A. NAMING CONVENTIONS

Error! Bookmark not defined.

MEMORY VARIABLES **ERROR! BOOKMARK NOT DEFINED.**

USER-DEFINED FORM CONTROLS