

# GreenDot Course Outline

Microsoft Word 2007  
Introduction to VBA

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GreenDot  
Consulting

### **Description:**

The skills and knowledge acquired in Microsoft Word 2007 Programming in VBA are sufficient to be able to create VBA applications in Microsoft Word 2007.

### **Learning Outcomes:**

At the completion of Microsoft Word 2007 Programming in VBA you should be able to:

- understand the Word object model and VBA concepts
- work with the three main components of the VBA Editor window
- create command procedures
- create and use variables
- create and work with functions
- use decision structures to control the outcomes of your program
- use looping structures to repeat sections of code
- work with text using a range of objects
- customise the ways in which files and folders are managed
- create a custom form complete with controls and event procedures
- create code to drive a user form
- write a variety of error handling routines
- use Word's built-in dialog boxes

### **Target Audience:**

Microsoft Word 2007 Programming in VBA is designed for people who need to know how to program applications for using Visual Basic for Applications.

### **Prerequisites:**

This publication assumes some familiarity with the features and capabilities of Word 2007 and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### **Duration:**

2 Days

## Course Outline:

### Understanding VBA

- VBA Terminology
- About Objects
- The Object Hierarchy
- Accessing The Word Object Model
- Using The Immediate Window
- Working With Object Collections
- Setting Property Values

### Using The VBA Editor

- The VBA Editor
- Opening And Closing The Editor
- Working With The Project Explorer
- Working With The Properties Window
- Working With The Work Area
- Working With A Code Module
- Running Procedures From The Editor

### Procedures

- About Procedures
- Creating A Command Procedure
- Making Sense of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

### Using Variables

- Understanding Variables
- Creating And Using Variables
- Implicit And Explicit Declarations
- The Scope Of Variables
- Procedure Level Scoping
- Module Level Scoping
- Passing Variables By Reference
- Passing Variables By Value
- Data Types
- Declaring Data Types
- Using Arrays
- Using Intrinsic Constants

### Functions

- About Functions
- Creating And Calling Functions
- The MsgBox Function
- Sending Messages To The User
- Using The InputBox Function
- Nesting Functions

- Using Functions In Function Procedures

### Decision Structures

- The If...Then Statement
- Using If For Single Conditions
- Using If For Multiple Conditions
- The Select Case Statement
- Using The Select Case Statement
- Using Select For Sets Of Values
- Using Select For Ranges Of Values

### Looping Structures

- For Loops
- Looping With Known Or Specified Iterations
- Looping For Each Item
- Adding An Exit To A Loop
- The Do...Loop Statement
- Looping With Unknown Iterations

### Working With Text

- Text And Document Components
- The Story Range
- The Selection Object
- Using The Selection Object
- The Range Object
- Using Range Objects
- Inserting Text
- Displaying Text In A Text Box
- The Find Object
- Performing A Find Operation

### Document Management

- The Activate, Open And Close Methods
- Opening And Closing Documents
- The Add Method
- The Save And SaveAs Methods
- Creating And Saving Documents
- Properties That Return Information
- Functions That Return Information
- Getting Information
- Files, Folders And Drives
- Working With Files And Folders
- Displaying Files In A UserForm
- Removing Files And Folders
- The Application And Options Object

### Creating Custom Forms

- About Custom Forms
- Creating A Custom Form
- Adding Text Boxes To A Form
- Adding Label Controls To A Form
- Changing Text Box Control Properties
- Adding A Combo Box Control
- Adding Option Buttons
- Adding Command Buttons
- Changing The Appearance Of Controls
- Running A Custom Form

### Programming UserForms

- Handling Form Events
- Initialising A Form
- Closing A Form
- Creating Functions For A Form
- Coding Option Buttons
- Using The After Update Event
- Setting Bookmarks For Data Entry
- Using Bookmarks To Enter Data
- Setting The Tab Order
- Forcing Correct Entry
- Templates And AutoStart Macros
- Creating A Template With AutoMacros

### Error Handling

- Error Types
- The On Error Statement
- Creating A Simple Error Handler
- Using The Resume Statement
- Using Decision Structures In Error Handlers
- Using The Err Object
- Error Handling In Event Procedures
- Defining Custom Errors

### Builtin Dialogs

- The Dialogs Collection
- Dialog Box Arguments
- Using The Execute Method
- Using The Show Method
- The Display Method
- Using The Display Method
- Working With Dialog Tabs
- Using Dialogs With A UserForm

### Concluding Remarks