

Course Outline – Microsoft Word Visual Basic

Aims: To illustrate how to use macro programming to speed repetitive tasks when employing Microsoft Word

Pre-requisites: Delegates MUST be familiar with the use and exploitation of Microsoft Excel at an advanced level

Duration: Three Days

Introduction to Macros

Record a Word Macro
Run Macros from within VB
Run macros from Toolbars & Menus

Integrated Development Environment

Using Project Explorer
Locate Class & Standard Modules
Using the Properties Pane
Using the Code Window

Word Objects

Referencing Components
Using Word Object Library

Methods & Properties

Assigning Properties
Manipulate Object Behaviour
Assigning Methods

User Forms

Create Information Forms
Create Automatic Forms

Code Construction

Using Decision Structures
Using Variables
Using Complex Decision Structures
Conditional Loops
Controlling Errors

Functions

MsgBox Function
Input Box Function
Responding to Events

Standard Modules

Storing Standard Procedures
Calling Procedures

taking IT further

