

Microsoft Word VBA Introduction

OBJECTIVES

Build applications, debug code, automate data entry, and merge data files; create forms, build tables, secure information, and share data.

Duration: 1 Day

1. GETTING STARTED WITH THE VISUAL BASIC EDITOR

- Visual Basic for Applications
- Properties and modules
- The Code window
- The Object Browser

2. PROGRAMMING BASICS

- Working with variables and functions
- Scope of variables
- Scope of procedures

3. WORD OBJECTS

- Programming with objects
- The Documents collection
- The Tables collection

4. CONTROL STRUCTURES

- Using decision structures
- Using loop structures

5. FORMS

- Working with forms
- Using events in forms

6. DEBUGGING AND ERROR-HANDLING

- Errors
- Debugging
- Handling errors