SCREEN SMART
Software Training & Application Development

Microsoft Word 2016

Programming in Visual Basic for Applications   Two Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	The skills and knowledge acquired in this course are sufficient to be able to create real life working Visual Basic for Applications programs within Word. The learner will be able to work with VBA within the Word environment to program and automate document operations.
What You Will Learn:	• understand the Word object model and VBA concepts • work effectively with the main features of the VBA Editor window • create procedures in VBA • create and use variables • create and work with user-defined functions • use programming techniques to control the action taken by your program • construct loops that repeat code according to different requirements • identify and select specific text using code modules • create and use code to undertake basic file management tasks • create code to drive a user form • write a variety of error handling routines • use VBA code to display and use Word's built-in dialog boxes
How You Will Benefit:	This course is designed for users who wish to learn how to use the inbuilt *VBA* programming language in Word to enhance their documents and automate processes.

Course Content
The course covers:

Understanding Word VBA
- Programming in Microsoft Word
- VBA Terminology
- Displaying the DEVELOPER Tab
- The VBA Editor Screen
- Opening and Closing the Editor
- Understanding Objects
- The Object Hierarchy
- Viewing the Word Object Model
- Using the Immediate Window
- Working With Object Collections
- Setting Property Values
- Using the Object Browser
- Programming With the Object Browser
- Accessing Help Code Glossary

Starting With Word VBA
- Using the Project Explorer
- Using the Properties Window
- Using the Work Area
- Viewing Other Panes
- Working With Toolbars
- Working With a Code Module
- Running Code From the Editor
- Setting Breakpoints in Code
- Stepping Through Code

Procedures
- Understanding Procedures
- Where to Write Procedures
- Creating a New Sub Routine
- Using IntelliSense
- Using the Edit Toolbar

- Commenting Statements
- Indenting Code
- Bookmarking in Procedures Code Glossary

Variables
- Understanding Variables
- Creating and Using Variables
- Explicit Declarations
- The Scope of Variables
- Procedure Level Scoping
- Module Level Scoping
- Understanding Passing Variables
- Passing Variables by Reference
- Passing Variables by Value
- Understanding Data Types for Variables
- Declaring Data Types

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- Using Arrays
- Code Glossary

Functions
- Understanding Functions
- Creating and Calling Functions
- The MsgBox Function
- Using MsgBox
- The InputBox Function
- Using the InputBox Function
- Nesting Functions
- Using Functions in Function Procedures
- Code Glossary

Decision Structures
- The IF 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 Code Glossary

Looping Structures
- FOR Loops
- Looping With Specified Iterations
- Looping for Each Item
- Adding an Exit to a Loop
- The DO LOOP Statement
- Looping With Unknown Iterations Code Glossary

Working With Text
- Understanding Text and Document Components
- Understanding the Story Range
- Understanding the Selection Object
- Using the Selection Object
- Understanding the Range Object
- Using Range Objects
- Assignment Inserting Text

- Code Inserting Text
- Assignment Displaying Text in a Text Box
- Code Displaying Text in a Text Box
- Understanding the Find Object
- Assignment Performing a Find Operation
- Code Performing a Find operation Code Glossary

Document Management
- The Activate Open and Close Methods
- Opening and Closing Documents
- Understanding the Add Method
- Understanding the Save Methods
- Assignment Creating and Saving Documents
- Code Creating and Saving Documents
- Properties That Return Information
- Functions That Return Information
- Assignment Getting Information
- Code Getting Information
- Understanding Files Folders and Drives
- Working With Files and Folders
- Assignment Displaying Files in a UserForm
- Code Displaying Files in a UserForm
- Removing Files and Folders
- The Application and Options Object Code Glossary

Programming UserForms
- Handling Form Events
- Initialising a Form
- Closing a Form
- Creating Functions for a Form
- Creating Code for Option Buttons

- Assignment Using the AfterUpdate Event
- Code Using the AfterUpdate Event
- Setting Bookmarks for Data Entry
- Assignment Using Bookmarks to Enter Data
- Code Using Bookmarks to Enter Data
- Setting the Tab Order
- Forcing Correct Entry
- Templates and AutoStart Macros
- Creating a Template With AutoMacros
- Code Glossary

Error Handling
- Understanding Error Types
- The ON ERROR Statement
- Simple Error Trapping
- Using the Resume Statement
- Using Decision Structures in Error Handlers
- Assignment Using the Err Object
- Code Using the Err Object
- Assignment Error Handling in Event Procedures
- Code Error Handling in Event Procedures
- Defining Custom Errors
- Code Glossary

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
- Assignment Using Dialogs With a UserForm
- Code Using Dialogs With a UserForm

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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes the learner has a good knowledge of working with *Word*. The learner should at least be able to create and edit document, copy, paste, and format document content. The learner must also have a general understanding of personal computers and the Windows operating system environment and be able to use Windows Explorer to locate and copy files. (Any participant who does not have this knowledge may be asked to leave the course).
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	This is the most advanced Word course.
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course