

Course overview:

Word 2002

VBA Programming

(S333eng)



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company

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Overview and objectives

This content has been designed for a one day classroom course. On course completion, students will be able to:

Work with the Visual Basic Editor (VBE) window. Change the properties of an object and add a module to a project. Add a procedure to a module, and run a code.

Use different data types and declare variables, use operators, and use interaction functions. Create a Sub procedure, call a Sub procedure, create a Function procedure, and call a Function procedure.

Assign an object to a variable. Change object properties by using the Code window, use methods, associate VBA code with an event, and execute VBA code by using a button. Create a document, open a document, save a document, and close a document. Create a table and insert text in it, and format a table.

Use different decision-making structures such as If...Then, If...Then...Else, If...Then...Elseif, and Select Case. Use different loop structures such as For...Next, For...Each...Next, and Do loop.

Add a user form and add controls to the user form. Attach an event handler to a control and validate data using event handlers.

Use debugging tools. Set a breakpoint, add a watch expression, use Step Into, delete a watch expression, work with the Immediate window, and use the Locals window. Write error-handling code

This course will help students to become proficient database application developers by using the features of Microsoft Word 2002 and Visual Basic for Applications.

Who should attend?

Students should have familiarity with personal computers and the use of the keyboard and mouse. They should have completed introduction, intermediate and advanced courses in Word 2002 or have equivalent practical experience.

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Getting started with Visual Basic Editor

- Visual Basic for Applications • Understanding VBA • Examining the VBE window • Working with properties and modules • Examining the Properties window • Changing the properties of an object • Adding a module to a project • Working with the Code window • Adding a procedure to a module • Running code

Programming in VBA

- Working with data • Discussing data types and variables • Discussing and declaring variables • Using operators • Using the interaction functions • Understanding scope • Examining the Code window • Understanding procedure- and module-level scope • Understanding public scope • Creating a Sub procedure • Calling a Sub procedure • Creating a Function procedure in a standard module • Calling a Function procedure

Word objects

- Programming with objects • Assigning an object to a variable • Changing object properties through code • Using a method • Associating VBA code with an event • Document objects • Creating a document • Opening a document • Saving a document • Closing a document • Table objects • Creating a table • Formatting a table

Control structures

- Using decision structures • Using the If...Then statement • Using the If...Then...Else statement • Using the If...Then...Elseif statement • Using the Select Case statement • Using loop structures • Using the For...Next loop • Using the For Each...Next loop • Using the Do While...loop

Working with custom dialog boxes

- Creating custom dialog boxes • Adding a user form • Adding controls to a user form • Handling events • Attaching an event handler to a control • Validating data by using event handlers

Debugging and error-handling

- Errors in code • Discussing types of errors • Using debugging techniques • Discussing debugging tools • Setting a breakpoint • Adding a watch expression • Using Step Into • Deleting a watch expression • Working with the Immediate window • Using the Locals window • Error-handling • Writing error-handling code

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