PHOENIX
SOLUTIONS 4 ALL

Customised IT and Soft Skills training to suit your needs

Microsoft Word 2013 VBA Training

Word 2013 VBA Course Objectives

After the course, you will be able to:

- Create / Run Macros
- Create User Forms
- Create Import / Export Routines
- Create and Understand VB Structures
- Events

Audience

The Macros or VBA Word training course will help users that need to automate documents and produce smarter and more advanced documents, templates or forms

Course Prerequisite

You must have sound Word skills and be of an advanced level.

Course Duration

This is a 1 day Word VBA Training Course. The course starts at 09:30 and runs until 16:30

Word 2013 VBA Course Locations / Schedule

This course can be run at our Word training centre or any preferred location in the UK. The course can be held on a date that suits you.   We do not run public scheduled courses.

Macro and VBA Overview and Basics

- Overview of Word VBA
- Generating code by recording
- The Word Object Model
- The Visual Basic Editor and The Project Explorer
- Creating sub-procedures
- Importance of comments and Printing your code

Manipulating Text

- Insert After/Before
- Selecting text and using the Text property
- Formatting a selection
- Toggling formatting
- Finding and replacing text

Objects, Methods, Properties and Variables

- About objects and collections
- Returning an object
- Working with methods
- Working with properties
- Ranges The Range object
- Ranges and navigation
- The Characters collection
- The Words collection
- The Sentences collection
- The Paragraphs collection
- The Font object
- The Paragraph Format objects
- Declaring and using Variables

Structures

- Variables and constants
- Declaring and typing variables
- Using conditional structures
- Using looping structures

Tracking and Merging Documents

- Using Compare and Merge Documents
- Sending for Review and Tracking changes
- Accepting and Rejecting changes
- Features of the reviewing toolbar
- Saving versions
- Adding Comments

Constructing Templates

- Predefined Word templates

- What can a template contain?

- Saving a document as a template

- Editing and modifying a templates

- Including boilerplate text and styles

- Managing Template Distribution and Updates

Custom Dialogue Boxes

- Built-in dialog boxes

- Dialog box settings

- Capturing return values

- Dialog box events

Controls

- Overview of Active controls

- Creating user forms

- Adding controls to a user form

- Setting properties

- Creating event procedures

- Displaying a user form

- Dismissing a user form