Brief Course Outline

Word 2016 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

General Course Info

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

Alternate timing available upon request

Course locations/Schedule:

The Word 2016 VBA course can be run onsite, at our training centre or any preferred location in the UK.

The course can be held on a date that suits you!

Detailed Course Outline

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

Retrieving text from a selection

Formatting a selection

Toggling formatting

Finding and replacing text Objects, Methods,

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

claring and using riables 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

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

m 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

Properties and Variables

About objects and collections

Returning an object

Working with methods

Working with properties

Accepting and Rejecting changes

Features of the reviewing toolbar

Saving versions

Adding Comments

Constructing Templates

Predefined Word templates

Setting properties

Creating event procedures

Displaying a user form

Dismissing a user form