



# Microsoft VBA Word 2 day VBA Introduction Course

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## Aim of the course:

This course is designed to give delegates a good grounding with the building blocks of the programming language which underlies Word – Visual Basic for Applications (VBA).

## Topics Covered

### Introduction to Vba

What is VBA?  
The VBA Environment  
Recording Macros  
The Visual Basic Editor

### Understanding VBA Terminology

Modules, Functions and Procedures  
Objects and Properties  
Working with Methods

### Understanding Data Types, Variables and Operators

Visual Basic Data Types  
Working with Operators

### Working with Functions

Using Word Functions  
Working with the Object Browser  
Insert Function Calls

### Function Procedures

Creating a User Defined Function  
Using the Function Procedures in Word  
Using Arguments in a Function

### Decision Structures in VBA

Using If Then Else  
Using Select Case  
More on MsgBox  
Using VB Constants

### Working with Objects

What is an Object in VBA  
Object Collections and Containers  
Creating Shorter Code  
Properties that Return Objects

### Working with Document Objects

Document Objects and Methods  
Bookmarks and Entering Text  
More on Auto Macros  
Working with the Range Object

### Working with User Information

Setting a Value  
Retrieving Settings

### Dialog Boxes

Creating Forms  
Creating Dialog Boxes  
Working with Dialog Box Controls  
Using Combo and List Boxes

### Working with Toolbars

Creating a Toolbar  
Managing Menus

### Error Handling

Working with Error Handling Routines  
Working with Error Codes

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The course has been designed for the user who needs to design and create applications in Microsoft Word for windows. However, experienced technical staff will find that they can gain a very in-depth overview of what Visual Basic for Applications is about.