
Microsoft Word– basics of VBA programming

Description: The course is aimed at familiarizing participants with the Visual Basic editor and basic constructions used in building Visual Basic code. Additionally, the training is to demonstrate the same elements of the Visual Basic environment for all applications in the Office package.

Duration: 16 hours

Intial requirements The participants of the training should be able to use the Microsoft Office environment.

For whom: The training is dedicated for those who wish to develop software in the Microsoft Office environment with special consideration of those who intensely use Microsoft Word to create and process complicated documents.

Module: Elementary structure of the Basic language (VBA01)

- 1) **Structure of the Visual Basic editor**
- 2) **Basic language elements**
 - a. Variables, constants, data types
 - b. Assigning instructions
 - c. Use of embedded dialogue fields
 - d. Functions embedded in examples (calculations, text transformations)
- 3) **Steering the course of the program, taking decisions**
 - a. If instruction
 - b. Select Case instruction
- 4) **Repeating actions, loops**
 - a. Iteration
 - b. Logical
 - c. Early loop exit
 - d. Loop embedding
- 5) **Using tables**
 - a. Declaration, static and dynamic tables
 - b. Tables and loops
 - c. Errors in tables
 - d. Use cases
 - i) Value searching
 - ii) Sorting
- 6) **Disc operations**
 - a. Creating sequence file
 - b. Operations, save, read

Module: Errors in programs (VBA02)

- 1) Types of errors**
- 2) Interruption mode, code analysis**
- 3) Handling execution errors**
- 4) Table of error codes**

Module: Basic applications of Visual Basic in Microsoft Word (VBAWD01)

- 1) Creation of private functions**
 - a. Function characteristics
 - b. Triggering
 - c. Use cases of function during data processing
- 2) Use of controls in document**
 - a. Control Toolbox
 - b. Placing controls in documents and their configuration
- 3) Definition and characteristics of event programming**
 - a. Programming events related to the submit button.

Module: Macros (VBAWD02)

- 1) Registration of macros**
 - a. Recording sequence of actions
 - b. Reading and understanding
- 2) Creation of Visual Basic applications for Microsoft Word**
 - a. Basic information on Microsoft Word objects, including controls in the document
 - b. Creating exemplary code of the program operating in Microsoft Word documents