

## Word 2007: VBA Programming + CertBlaster

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**Version:** 2

**Course Length:** 1-day (6+ hours)

**Prerequisites:** *Word 2007: Advanced* or equivalent experience

**What's in Word 2007: VBA Programming + CertBlaster:**

This course is designed to give experienced Word users proficiency in the Visual Basic Editor (VBE), Word objects, basic VBA programming, control structures, debugging tools, advanced VBA programming, and event handling. Comes with CertBlaster pre- and post-assessment software (download).

### Topic-Level Outline

#### Unit 1 : Getting started with the Visual Basic Editor

*Topic A: \* Visual Basic for Applications*

A-1: Discussing VBA

A-2: Examining the VBE window

*Topic B: \* Properties and modules*

B-1: Examining the Properties window

B-2: Changing object properties

B-3: Adding a module to a project

*Topic C: \* The Code window*

C-1: Adding a procedure to a module

C-2: Running code

*Topic D: \* The Object Browser*

D-1: Examining the Object Browser

D-2: Searching in the Object Browser

#### Unit 2 : Programming basics

*Topic A: \* Working with variables and functions*

A-1: Discussing data types and variables

A-2: Declaring variables

A-3: Using expressions and operators

A-4: Using interaction functions

*Topic B: \* Scope of variables*

B-1: Understanding procedure- and module-level scope

B-2: Understanding public-level variables

*Topic C: \* Scope of procedures*

C-1: Creating a Sub procedure

C-2: Calling a Sub procedure

C-3: Creating a function procedure

C-4: Calling a function procedure

#### Unit 3 : Word objects

*Topic A: \* Programming with objects*

A-1: Assigning an object to a variable

A-2: Changing object properties through code

A-3: Using a method

A-4: Associating objects with an event

A-5: Executing VBA code with a button

*Topic B: \* The Documents collection*

B-1: Creating a document

B-2: Opening a document

B-3: Saving a document

B-4: Closing a document

*Topic C: \* The Tables collection*

C-1: Creating a table

C-2: Formatting a table

#### Unit 4 : Control structures

*Topic A: \* Using decision structures*

A-1: Using the If...Then construct

A-2: Using the If...Then...Else construct

A-3: Using the If...Then...ElseIf construct

A-4: Using the Select Case construct

*Topic B: \* Using loop structures*

B-1: Using the For...Next construct

B-2: Using the For Each...Next construct

B-3: Using the Do While...Loop construct

#### Unit 5 : Forms

*Topic A: \* Working with forms*

A-1: Adding a form

A-2: Adding controls to a form

*Topic B: \* Using events in forms*

B-1: Attaching event handlers to a form

B-2: Validating data with event handlers

#### Unit 6 : Debugging and error-handling

*Topic A: \* Errors*

A-1: Discussing the types of errors

*Topic B: \* Debugging*

B-1: Discussing debugging tools

B-2: Setting a breakpoint

B-3: Adding a watch expression

B-4: Using Step Into

B-5: Deleting a watch expression

B-6: Working with the Immediate window

B-7: Working with the Locals window

*Topic C: \* Handling errors*

C-1: Writing error-handling code

C-2: Using the On Error Resume Next statement