



4D Group

Word VBA

Who would benefit?

This course is for those who need to automate the procedures by which they create and edit documents through the use of fields and macro facilities.

Objective

The individual will gain a practical working knowledge of Word VBA facilities within Word to automate functions and create documents.

Content

- Discuss individual's needs Insert and manage:
 - fields and field switches
 - form fields.
- Insert and use bookmarks.
- Record, edit and run macros.
- Run macros via icon, keyboard or menu.
- Create and use templates.
- Add Fill-in fields to templates.
- Use automatic macros in templates.
- Use fields and bookmarks in macros.
- Use Word VBA:
 - statements
 - functions
 - variables, arrays and expressions
 - operators - relational and logical.
- Word VBA statements and functions:
 - user Input and screen output
 - flow control statements
 - error handling
 - sub routines and user-defined functions.
- Dialogue boxes:
 - create and use default and customised dialogue boxes.
- Use automatic macros in templates.
- Statements and functions for:
 - user input
 - flow control statements
 - error handling
 - sub-routines and
 - user-defined functions.
- Word VBA operators.
- Create and use default and customised dialogue boxes.

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Word Advanced