

Word 2007 VBA Programming

Audience	This course is appropriate for learners with advanced skills in Microsoft Word 2007 or earlier versions. They should be able to perform advanced formatting in paragraphs, pages and tables, manage document protection, and create and edit macros.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to introduce students to VBA programming for Microsoft Word.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Understand the Visual Basic Editor,■ Understand the Code Window and use the Object Browser■ Work with variables, and functions, and understand scope■ Program with the Word objects in the Documents Collection and Tables Collection■ Understand and apply control structures■ Use events in Forms■ Identify errors in the code■ Use debugging tools and handle runtime errors
Length	1 day

I. Visual Basic Editor

- A. Understanding VBA
- B. Properties and modules
- C. The Code window
- D. The Object Browser

II. Programming Basics

- A. Working with variables and functions
- B. Scope of variables
- C. Scope of procedures

III. Word Objects

- A. Programming with objects
- B. The Documents collection
- C. The Tables collection

IV. Control Structures

- A. Decision structures
- B. Loop structures

V. Forms

- A. Working with forms
- B. Using events in forms

VI. VBA Debugging Tools

- A. Errors in Code
- B. Debugging Techniques
- C. Handling Runtime errors

