

# Visual Basic for Word 2007 2 Day Course

## Get Started Here

Microsoft Word is the world's most popular word processing program.

One-on-One Personal Computer Training provides a comprehensive introduction to Visual Basic for Word and will enable your students to become productive with the product.

## Learning Outcomes

This course is designed for people who want to expand the functionality of their Word Document. It covers the essential features people need in day-to-day advanced use of Word.

At the end of the course, the student will be able to:

- ☞ record, run, edit and delete a macro
- ☞ create and run a Sub procedure
- ☞ open and work in the VB Editor
- ☞ create and work with variables
- ☞ create and work with functions
- ☞ create decision structures which will allow your program to respond to different situations
- ☞ create loop structures which will repeat statements for various purposes
- ☞ manipulate text using a variety of objects
- ☞ perform basic document management tasks
- ☞ create and run a UserForm with various controls
- ☞ create a simple program incorporating a UserForm
- ☞ create simple error handlers in your programs
- ☞ use Word's built-in dialog boxes in a VBA program

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered.

At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## Prerequisites

Students should already be familiar with Microsoft Word, PCs and Windows and previous Microsoft Word wordprocessing experience is essential.

## Enquiries

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### Level 2 (Day 2)

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