

Word Macro Programming

Macros allow you to create short programs to automate long or repetitive tasks. They also allow you to create rich forms and interactive documents. Macros can make you more productive by reducing time consuming tasks to a single click. In this workshop you will learn

- What a Macro is and how you use them to make documents easier to edit
- How to use Macros to make your forms a templates more user friendly
- How to record and write macros and make them available through buttons
- And how to edit Macros using the Visual Basic editor.

LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 2 | FEE: \$350 + GST | LEVEL: ADVANCED

Topics and Skills

MACROS BASICS

- What is a Macro?
- What is VBA
- Recording a Macro
- Writing a Macro in the Visual Basic Editor
- Running Macros

WORKING WITH MACROS

- Planning Macros
- Recording Macros
- Executing Macros
- Maintaining Macros

VBA PROGRAMMING BASICS

- Understanding Objects
- Using the Visual Basic Editor
- Understanding VBA Code

NON-PROGRAMMING AUTOMATION

- Using styles
- Using fields
- Using Autotext

VBA TERMINOLOGY

- Sub Procedures & Functions
- Statements
- Comments & Keywords
- Variables & Constants
- Objects, Properties & Methods
- Object Model

USING WORD OBJECTS

- What is an object
- The Word object model
- The application object
- The document object
- Section object
- Range and selection objects
- Table objects

ERROR HANDLING

- Handling Errors
- Syntax Errors
- Logical Errors
- Run-Time Errors

CONTROL STRUCTURES

- Using If...Then
- Using Select Case
- Using the For... Next loop
- Using For Each... Next
- Using the Do While... loop

ADDING BUTTONS AND MENUS TO MACROS

- Lesson Toolbars, Menus, and Dialog Boxes
- Creating Custom Toolbars
- Creating Custom Menus
- Using Built-in Dialog Boxes

3 USEFUL WORD MACROS

- Automatically create tables from lists
- Append one document to another
- Clean up a poorly formatted document

CREATING TEMPLATES WITH MACROS

- Create an interactive form
- Updating a database from a form

Who Should Attend

If you are responsible for creating Word templates, or if you have to edit complex documents, this is the workshop for you. Attendees of this workshop should have an intermediate to advanced knowledge of Microsoft Word. We do not require that you have any prior programming experience to attend.

Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Option 1)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=2>