

# VBA deepening for Word («VBWRD»)

This two-day seminar is aimed at users and developers who have VBA basics and want to further automate tasks and processes in Word.

**Duration:** 2 days

**Price:** 1'300.–

**Course documents:** Digital Courseware

## Content

### 1 Word object model

- Application
- Documents, templates
- Range, selection

### 2 Templates

- "NORMAL.dotm
- Styles
- Creating own templates

### 3 Document structure

- Pages
- Sections, paragraphs, and words
- Header and footer
- Tables
- Graphic elements

### 4 Bookmarks

- Positioning bookmarks
- Content bookmarks
- Defining bookmarks
- Filling bookmarks with content

### 5 Automation

- Starting macros in different ways
- Reacting to events with macros
- Using quick parts and autotext functionalities

### 6 Forms

- Working with controls, ie textboxes, buttons, combo boxes,...
- Programming of event procedures

### 7 Importing data from other Office applications

## Key Learnings

- Deepening your knowledge of VBA in Word
- Creating Word document templates
- Understanding the Word object model
- Integrating controls into forms

## Target audience

Power users, Office Managers, users and developers who work with Excel, already have previous knowledge of VBA that want to automatize processes in regards to Word documents.

## Requirements

No VBA basics are taught in this course. A very good knowledge of Word and VBA is required, as well as the attendance of the following course with an interval of 4-6 months:

- [Visual Basic for Applications \(VBA\) Basics \(«VBGLN»\)](#)

## Additional information

This course is also suitable for users of Word 2016, 2013 and 2010.

## Further courses

- [Microsoft Office programming with VBA \(«VBOFFP»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-vba-deepening-for-word](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-vba-deepening-for-word)