

*Students will learn basic concepts for creating visual basic applications using Microsoft Word XP/2003. This covers using recorded macros, and then creating applications using the Visual Basic Editor.*

## Pre-Requisites

It is recommended that students have knowledge covered in the Essentials and Advanced Word courses. Experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage is essential.

## Duration

2 Days

## Cost

\$825 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

The course topics include learning how to:

- create macros in Word
- understand the Word object model and VBA concepts
- work with the main components of the VBA Editor window
- create command procedures
- create and use variables
- create and work with functions
- use decision structures to control the outcome of your program
- use looping structures to repeat sections of code
- work with text using a range of objects
- customise the way files and folders are managed
- create a custom form complete with controls and event procedures
- create code to drive a UserForm
- write a variety of error handling routines
- use Word's built-in dialog boxes.