

# Beginning Word Macros Master Class

## Course Outline

### 100. Course Introduction

- 11:54 100-1 What to Expect in this Course
- 11:52 100-2 Tracking Your Progress
- 03:09 100-3 A Short History of VBA

### 101. Setting Up Your System

- 08:31 101-1 Getting Ready to Work with Macros
- 04:29 101-2 A Quick Introduction to the Visual Basic Editor
- 21:13 101-3 Elements of the Visual Basic Editor
- 08:11 101-4 Customizing How VBA Works

### 102. Two Methods to Create and Use Macros

- 12:48 102-1 Creating Macros by Recording
- 07:48 102-2 Creating Macros from Scratch
- 04:17 102-3 Editing Macros
- 08:00 102-4 Using Comments and Continuing Lines
- 02:40 102-5 Running Macros

### 103. Managing Macros

- 04:00 103-1 Renaming Macros
- 05:08 103-2 Deleting Macros

### 104. Understanding VBA Projects

- 07:08 104-1 Project Overview
- 12:39 104-2 Organizing with Modules

### 105. Understanding VBA Procedures

- 07:17 105-1 Procedure Overview
- 13:01 105-2 Working with Subroutines
- 09:59 105-3 Working with Functions

### 106. Understanding Variables and Operators

- 11:23 106-1 Working with Variables
- 06:16 106-2 Enforcing Variable Declarations
- 11:51 106-3 Using Arithmetic and String Operators
- 08:29 106-4 Using Comparison and Logical Operators

## **107. Understanding VBA Functions**

- 09:13 107-1 VBA Function Overview
- 13:33 107-2 Introduction to Numeric Functions
- 08:00 107-3 Working with Random Numbers
- 07:27 107-4 Formatting Numeric Values
- 14:35 107-5 Introduction to String Functions
- 17:12 107-6 Working with Parts of Strings
- 10:58 107-7 Using String Functions Together
- 12:41 107-8 Introduction to Date and Time Functions
- 15:41 107-9 Performing Date and Time Math and Formatting

## **108. Interacting with the User**

- 21:34 108-1 Using Message Boxes
- 14:59 108-2 Getting User Input

## **109. Affecting Program Execution**

- 06:24 109-1 How VBA Executes Macros
- 16:10 109-2 Creating Simple Conditional Structures
- 06:58 109-3 Creating More Complex Conditional Structures
- 18:05 109-4 Using Looping Structures
- 04:59 109-5 Using the Goto Statement

## **110. Understanding Word's Object Model**

- 13:18 110-1 Introducing Word's Object Model
- 11:27 110-2 Looping through Collections
- 10:51 110-3 Understanding Object Members
- 08:09 110-4 Working with Constants

## **111. Manipulating the Document Object**

- 10:45 111-1 Creating and Opening Documents
- 10:52 111-2 Working with Specific Documents
- 08:28 111-3 Saving Documents

## **112. Understanding Elements of a Document**

- 10:54 112-1 Working with Paragraphs
- 07:19 112-2 Working with Sentences
- 09:36 112-3 Working with Words
- 12:13 112-4 Working with Bookmarks

## **113. Working with Ranges and Selections**

- 14:38 113-1 Creating a Range or Selection
- 08:03 113-2 Examining Selection Information
- 14:19 113-3 Editing a Range or Selection

## **114. Formatting Your Document**

08:43 114-1 Explicitly Formatting Paragraphs

06:12 114-2 Explicitly Formatting Characters

06:25 114-3 Accessing Styles

## **115. Working with Tables**

04:26 115-1 Creating Tables

14:17 115-2 Changing Table Structure

10:42 115-3 Changing Table Characteristics

09:54 115-4 Adding Information to Tables

04:32 115-5 Deleting Tables

## **116. Searching and Replacing**

05:27 116-1 The Basics of Finding Things

04:21 116-2 Executing and Repeating Searches

06:53 116-3 Using Find to Modify Your Document

06:33 116-4 Replacing Things

## **117. Putting Macros to Work**

12:29 117-1 Creating a Word Frequency List

07:06 117-2 Sharing an Outline

05:15 117-3 Double Indenting

## **118. Making Your Macros Accessible**

10:06 118-1 Adding Macros to the Quick Access Toolbar

11:21 118-2 Adding Macros to Ribbon Tabs

08:58 118-3 Creating Shortcut Keys for Macros

08:33 118-4 Sharing Macros with Others

## **119. Debugging Macros**

05:30 119-1 What are Bugs?

08:50 119-2 Why are Bugs a Problem?

12:03 119-3 Getting Rid of Bugs

16:38 119-4 Handy Debugging Tools

## **120. Course Wrap-Up**

05:24 120-1 Your Next Steps

02:12 120-2 You Are Done!