

# VBA Programming with Office 2019 (O19VBA)

**ID** O19VBA **Price** 1,190.— €(excl. tax) **Duration** 2 days

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## Course Overview

With the book "VBA Programming - Integrated Solutions with Office 2019" you will learn the most important programming techniques and the object models up to the development of your own integrated solutions in all Office applications. This compact VBA Office training book is ideal for use in training courses and for self-study. Benefit from numerous tips, the commented code examples and the exercises at the end of the chapters.

- The VBA development environment and language elements
- Object-oriented programming with VBA
- Shared VBA elements
- Programming of Office applications
- Communication between Office applications
- Use custom dialogs
- Database access in Office applications
- Integrated solutions with Office 2019 applications

Tailored to the learning topics in "VBA Programming - Integrated Solutions with Office 2019", BuchPlus gives you a comprehensive digital media package with sample, practice, and results files, quick reviews, knowledge tests, supplemental learning content, and a glossary.

## Course Content

- 1 Before you start
- 2 Office programmieren
- 3 The VBA development environment
- 4 The language elements of VBA
- 5 Object-oriented programming with VBA
- 6 Shared VBA elements
- 7 Programming the Office applications
- 8 Communication between office applications
- 9 Using Custom Dialogs
- 10 Database access in Office applications
- 11 Integrated solutions with Word

- 12 Integrated solutions with Excel
- 13 Integrated solutions with Access
- 14 Integrated solutions with PowerPoint
- 15 Integrated solutions with Outlook

## Detailed Course Outline

### 1 Before you start

### 2 Office programmieren

- 2.1 Areas of application of VBA
- 2.2 Integrated solutions
- 2.3 A simple example of an integrated solution
- 2.4 Adding macros to the toolbar for access

### 3 The VBA development environment

- 3.1 Using the VBA development environment
- 3.2 Components of the development environment
- 3.3 The Project Explorer
- 3.4 The properties window
- 3.5 Using the Code Window
- 3.6 Input helpers for Visual Basic instructions
- 3.7 Automatic work at end of instruction
- 3.8 Working with procedures
- 3.9 Working with the Direct Window
- 3.10 The local window
- 3.11 Exercises

### 4 The language elements of VBA

- 4.1 Use modules
- 4.2 Programming with procedures
- 4.3 Sub-Procedures
- 4.4 Property procedures
- 4.5 Function procedures
- 4.6 Use variables
- 4.7 Using constants
- 4.8 VBA data types
- 4.9 Operatoren
- 4.10 Controlling program flow with control structures
- 4.11 Exercise

### 5 Object-oriented programming with VBA

- 5.1 What are objects
- 5.2 The object hierarchies (object models)
- 5.3 Properties and methods
- 5.4 Object variables
- 5.5 Listings
- 5.6 Using the object catalog
- 5.7 Exercise

## 6 Shared VBA elements

- 6.1 VBA elements for Office applications
- 6.2 Programming application windows
- 6.3 Search files
- 6.4 Dialog window for file and folder selection
- 6.5 Input dialogs and message windows
- 6.6 Exercise

## 7 Programming the Office applications

- 7.1 The Word Object Model
- 7.2 Working with documents
- 7.3 Accessing document content
- 7.4 The Excel object model
- 7.5 Working with workbooks and spreadsheets
- 7.6 Accessing cells and cell ranges
- 7.7 The Access Object Model
- 7.8 Working with Access databases
- 7.9 Accessing controls in forms and reports
- 7.10 The PowerPoint object model
- 7.11 Working with presentations and slides
- 7.12 Accessing the slide content
- 7.13 The Outlook Object Model
- 7.14 Accessing folders
- 7.15 Accessing elements
- 7.16 Exercises

## 8 Communication between office applications

- 8.1 Integrated Office Automation
- 8.2 Technical basics
- 8.3 Creating a reference to an object library
- 8.4 Declaring object variables for automation
- 8.5 Creating object instances
- 8.6 Close object and release working memory
- 8.7 Suppressing Automation Object Messages
- 8.8 Exercise

## 9 Using Custom Dialogs

- 9.1 Communication with the user
- 9.2 Creating UserForm dialogs
- 9.3 Using and programming UserForm dialogs
- 9.4 Programming controls
- 9.5 Exercise

## 10 Database access in Office applications

- 10.1 Object models for accessing databases
- 10.2 Database access with ADO
- 10.3 Connecting to a data source
- 10.4 Selecting and opening a record group
- 10.5 Reading out data records
- 10.6 Access to data fields
- 10.7 Add and edit records
- 10.8 Database access with DAO
- 10.9 Exercise

## 11 Integrated solutions with Word

- 11.1 Opportunities for integrated solutions
- 11.2 Using Excel's chart function
- 11.3 Transferring addresses from Access
- 11.4 Exercise

## 12 Integrated solutions with Excel

- 12.1 Opportunities for integrated solutions
- 12.2 Using the print function of Word
- 12.3 Daten aus Outlook und Access importieren
- 12.4 Exercise

## 13 Integrated solutions with Access

- 13.1 Opportunities for integrated solutions
- 13.2 Document management database
- 13.3 Reading documents into the database
- 13.4 Search for documents
- 13.5 Preview function for Word documents
- 13.6 Preview function for Excel documents
- 13.7 Archiving documents in the database
- 13.8 Delete list of found documents
- 13.9 Closing a hidden Word or Excel application
- 13.10 Manage documents
- 13.11 Open documents
- 13.12 Exercise

## 14 Integrated solutions with PowerPoint

- 14.1 Opportunities for integrated solutions
- 14.2 The presentation creation
- 14.3 Editing the title slide
- 14.4 Creating a text slide with Word support
- 14.5 Creating a chart slide with Excel support
- 14.6 Search function for Excel workbooks
- 14.7 Exercises

## 15 Integrated solutions with Outlook

- 15.1 Opportunities for integrated solutions

- 15.2 Creating notes in Word
- 15.3 Sending serial e-mails with Word and Outlook
- 15.4 Exercises

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### Germany

**Fast Lane Institute for Knowledge  
Transfer GmbH**  
Tel. +49 40 25334610  
info@flane.de / www.flane.de

### Austria

**ITLS GmbH**  
(Partner of Fast Lane)  
Tel. +43 1 6000 8800  
info@itls.at / www.itls.at

### Switzerland

**Fast Lane Institute for Knowledge  
Transfer (Switzerland) AG**  
Tel. +41 44 8325080  
info@flane.ch / www.flane.ch