CS1TQ2 - Commercial Off The Shelf Software
Practical 17 – Automating Microsoft Word

For today's practical please make sure that you can carry out the following tasks which involve writing VBA code to automate Microsoft Word. Items up to the horizontal line should be regarded as a minimum. Items below the line are not compulsory but you will find them useful and should attempt them.

Start Microsoft Word and create a new, empty document, open the VBA editor (Tools→Macro→Visual Basic Editor)............□
Create a new VBA module (Insert→Module)...□
Type in the word `Application` and press F1...□
From the contents tab of the help system find "Microsoft Word Objects" □
Explore this Object Model (click on the red arrows to expand objects)......□
Pay particular attention to the `Document` object....................................□
And the `Selection` object ....□
Use the Selection.InsertAfter method to programmatically enter text......□
Find the appropriate method to create a new empty paragraph...............□
Write code to display the number of paragraphs in the document in a dialog box ....□
Use an input box to prompt for a filename and save the document ....□

Write a procedure to create a new empty document, enter the current ....time and date, the name of the author (from the document ....properties), format all the text in 14pt courier, then prompt the user for a filename and save and close the file...............................□

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