

## **CS1TQ2 - Commercial Off The Shelf Software**

### **Practical 18 – User Forms in Microsoft Word**

For today's practical please make sure that you can carry out the following tasks which involve creating a User Form and attaching 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 User Form (Insert→UserForm) .....□**  
**If it is not already displayed, show the toolbox (View→Toolbox) .....□**  
**If the “Properties” window is not already displayed, press F4 to show it ..□**  
**Rename the user form to something else .....□**  
**Experiment with adding controls to the form, resizing & moving them....□**  
**Investigate the properties available with each type of control.....□**  
**Write a procedure to create a new empty document, and display a  
.....user form prompting for the current time and date (with a default  
value that the user can overtype), their name, place of origin,  
.....and their shoe size. Insert this information into the  
.....empty document, format all the text in 14pt courier, then  
prompt the user for a filename and save and close the file .....□**

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**How would you display a user form when a document is opened? .....□**  
**How do you know which button was pressed to close the form?.....□**  
**How would you modify the procedure you wrote above to display a new  
.....checkbox labelled “Are you a liar?” if the shoe size entered is  
.....larger than 15? .....□**