

In Word 2000, the VBA Editor is integrated and can be accessed via:

- Click on the "Tools" menu
- Select "Macro" and then "Visual Basic Editor"

This opens the VBA development environment where you can write, edit, and debug your scripts.

Creating Your First Macro

To create a simple macro:

- Open the VBA Editor
- Insert a new module via "Insert" > "Module"
- Type your VBA code into the module window
- Run the macro by pressing F5 or via the "Run" menu

Practical Examples of VBA in Word 2000

Implementing VBA in Word 2000 can transform how you work with documents. Here are some practical scripts and ideas to get you started.

Automate Formatting

Suppose you want to apply consistent formatting to all headings in a document:

```
``vba
```

```
Sub FormatHeadings()
```

```
Dim para As Paragraph
```

```
para.Style = "Heading 1"
```

```
End If
```

```
Next para
```

```
End Sub
```

```
```
```

This macro searches for paragraphs starting with "Chapter" and applies bold formatting, larger font size, and heading style.

## Merge Multiple Documents

You can automate the process of combining documents:

```
```vba
```

```
Sub MergeDocuments()
```

```
Dim dlgOpen As FileDialog
```

```
Dim selectedFile As String
```

```
Dim doc As Document
```

```
Set dlgOpen = Application.FileDialog(msoFileDialogFilePicker)
```

```
dlgOpen.AllowMultiSelect = True
```

```
If dlgOpen.Show = -1 Then
```


