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These examples are written and tested in Excel 2003. Create, Write and Close Word Document Read and Append The following code illustrates the use of Excel VBA to create a Microsoft Word Document and save it to disk. This script will create a document in your My Documents folder. 'In Tools > References, add reference to "Microsoft Word XX.X Object Library" before running. Option Explicit Sub CreateNewWordDoc() Dim wdApp As Word.Application Dim wdDoc As Word.Document Set wdApp = CreateObject("Word.Application") Dim myFile As String 'Alternatively, we can use Late Binding 'Dim wdApp As Object 'Dim wdDoc As Object 'Set wdApp = CreateObject("word.Application") wdApp.Visible = True Set wdDoc = wdApp.Documents.Add ' define a place to put file myFile = Environ("UserProfile") & "My Documents" & "MyWordDoc.docx" or like this myFile = Environ("UserProfile") & "Documents" & "MyWordDoc.docx" have to wrap name in quotes here because directory contains a space If Dir(myFile) = "" Then kill = delete existing file Kill myFile End If With wdDoc .Content.InsertAfter "Hello World" .Content.InsertParagraphAfter .SaveAs myFile .Close End With wdApp.Quit Set wdDoc = Nothing Set wdApp = Nothing End Sub Some VBA Vocabulary Option Explicit When Option Explicit On or Option Explicit appears in a file, you must explicitly declare all variables by using the Dim or ReDim statements. If you try to use an undeclared variable name, an error occurs at compile time. The Option Explicit Off statement allows implicit declaration of variables. This statement reduces risk of error by mis-typing variable names. Word.Application Represents the Microsoft Word application. The Application object includes properties and methods that return top-level objects. To use Automation to control Word from another application, use the Microsoft Visual Basic CreateObject or GetObject function to return a Word Application object. Word.Document Represents a Word document. The Document object is a member of the Documents collection. The Documents collection contains all the Document objects that are currently open in Word. InsertAfter Inserts the specified text at the end of a range or selection. After this method is applied, the range or selection expands to include the new text. Kill Deletes files from a disk. DirThe Microsoft Excel DIR function returns the first filename that matches the pathname and attributes specified. To retrieve additional filenames that match pathname and attributes, call DIR again with no arguments. Early and Late Binding An object is early bound when it is assigned to a variable declared to be of a specific object type. By contrast, an object is late bound when it is assigned to a variable declared to be of type Object. Objects of this type can hold references to any object, but lack many of the advantages of early-bound objects Early binding: The first step in using early binding is to ensure that the compiler "knows" about the object to which you want to bind. If you are working with a Excel or Word, then the controls in the toolbox are all known, or intrinsic, objects, and you can create references to them without any concern. Late Binding: With late binding, the code does not make an explicit reference to the type of object when the variable is declared. Instead, it will simply use the "Object" type. The following code illustrates the use of Excel VBA to read and append to a Microsoft Word document. This script will read a document in your My Documents folder. 'In Tools > References, add reference to "Microsoft Word XX.X Object Library" before running. Option Explicit Sub CreateNewWordDoc() Dim wdApp As Word.Application Dim wdDoc As Word.Document Set wdApp = CreateObject("Word.Application") Dim myFile As String 'Alternatively, we can use Late Binding 'Dim wdApp As Object 'Dim wdDoc As Object 'Set wdApp = CreateObject("word.Application") myFile = Environ("UserProfile") & "/My Documents/" & "MyWordDoc.docx" Set wdDoc = wdApp.Documents.Open(myFile) wdApp.Visible = True With wdDoc .Content.InsertParagraphAfter End With End Sub Currently I am copying an active excel sheet and saving the data from this active excel spreadsheet to a pre-formatted word document. This pre-formatted word document then gets saved with a specific file name. In the initial VBA setup I have declared a variable called filename which contains a date value. (01022019) What I would like to learn is how I can concatenate the filename value with the saved filename using the SaveAs command as shown in the code. For example the saved file would be test 01022019. This is a straightforward task when saving an Excel Spreadsheet using VBA but not so when saving a word document using VBA. I have attached some code in the hope I can get a solution: Sub SaveAsWord() Dim LastRow As Long Dim objWord, objDoc As Object Dim myfilename As String myfilename = Sheets("Import").Range("B2") Set wordApp = CreateObject("word.Application") wordApp.Documents.Open "C:\test\test\worddocument.docx" wordApp.Visible = True With wdDoc wordApp.ActiveDocument.SaveAs Filename="C:\test\test.docx" End With End Sub By Contributor Updated May 09, 2020 Excel is a spreadsheet program developed by Microsoft. You can use it to organize and analyze data. One of Excel's features allows you to insert objects into a spreadsheet. This is useful if you want to display data or information in different ways, such as inserting a graph or a large block of text. You can even import an entire Word document into Excel. It is easy to do this and saves you time as you put together your project. Editing and Saving Your Word DocumentOpen up the Word document you want to import into Excel. Click the "Advanced" tab on the left-hand side. Under "Preserve Fidelity When Sharing This Document", check the box next to "Save Data as Delimited Text File." This feature will allow Excel to read the file you are going to import. Click "OK." Click "File" and under "Save as Type," select "Plain Text." This will save the file as a .txt file. A file conversion window will then appear. Click "OK." Importing Into ExcelOpen Microsoft Excel. Click the "Data" tab. Hover your cursor over "From Text/CSV." You can also hover your cursor over "Get Data" and then select "From Text/CSV" from the drop-down list of options for the same end results. Select the Word document you just saved as a .txt file. Click "Open." The Text Import Wizard will appear. Select "Load" at the bottom. The Word document data will now appear in your Excel spreadsheet in the first column. Click on the newly created object to move it to the desired position in the spreadsheet. You can edit the Word document you imported into Excel by double-clicking anywhere on the document. However, it might be easier to just copy and paste from Word into Excel. Let's say you have time sheet data for the employees, in each of the sheets and you want to save each sheet as a separate Word file. Check out the image below. Let's see how this will be done. Copy, Paste and Run the code below in a VBA module. 'This method Saves each of the worksheets of current 'Excel file as individual Word File using Excel VBA Sub SaveEachSheetAsWordFile() Dim strFolderPath As String Dim strCurrentFilename As String Dim intSheetCount As Integer Dim objWord As Object Dim objDoc As Object 'Create a Word Object Set objWord = CreateObject("Word.Application") objWord.Visible = True 'Specify your folder path where each of the sheets will be saved as excel file 'Note: Change this path as required strFolderPath = "D:\WordFiles" With Application 'Set ScreenUpdating to false. 'If it is true then the processing is much slower. ScreenUpdating = False 'We DO NOT want Excel to display any alert messages 'when this code is running. DisplayAlerts = False 'Using For-Next Loop through each sheet and 'save it as a separate excel file, one by one. For intSheetCount = 1 To Sheets.Count 'Activate the current sheet Sheets(intSheetCount).Activate 'Get the filename (Current Sheets Name) strCurrentFilename = ActiveSheet.Name 'Copy data in all the cells in the sheet Cells.Copy 'Open a new Word Doc File Set objDoc = objWord.Documents.Add With objDoc 'Paste the above copied data. .Content.Paste 'Save the New File .SaveAs (strFolderPath & strCurrentFilename & ".docx") 'Close the file .Close End With 'Destroy the Doc Object Set objWord = Nothing .CutCopyMode = False Next 'Destroy the Word Object Set objWord = Nothing .ScreenUpdating = True .DisplayAlerts = True End With 'Display the appropriate message MsgBox "All the sheets saved as Word files successfully!", vbInformation, "Files saved successfully" End Sub Once all the sheets are saved as word files, a popup message displays: All the sheets saved as individual Word Files in the mentioned path. That ends this post. If you have have any questions/comments, please write to me. You may also like to check the following posts: How to save each sheet as Excel File using Excel VBA? How to save each sheet as PDF File using Excel VBA? Thank you for reading!

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