

Visual Basic® for Applications 2016 Introduction

Visual Basic for Applications (VBA) is the programming language, or code, used to automate tasks in Microsoft Office applications. You can manually compose your own VBA code or have it created for you by recording actions in either case, the code is played back to repeat tasks which, when strung together, automate an entire procedure.

Showing the Developer Tab

Always display the DEVELOPER tab as it provides quick access to macros, VBA code and related security settings.

1. Choose **FILE > OPTIONS > CUSTOMIZE > RIBBONS**.
2. [Click] the DEVELOPER checkbox in the right side of the CUSTOMIZE THE RIBBONS column and [Click] OK.

Setting Macro Security

1. Choose **DEVELOPER > Macro Security**.
2. Choose one of the MACRO SETTINGS, then [Click] OK. Tip: Use the Enable All Macros option when working on your own code.

Organizing VBA Projects

The VBA Editor, contained within each Office application, is used to create and organize VBA code. Its left-side Project Explorer pane lists, in tree style view, a Project, representing the open Office file, plus associated Object or Module folders.

- The Objects folder lists an open file's documents, Microsoft Word Objects.
- The Modules folder lists modules, filled with user created VBA code.
- The code is displayed in a larger pane to the right.
- Code created for a document only applies to that document, while module code applies to any document in the project.

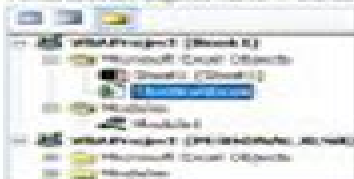
1. Press <Alt-F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl-R>.

Opening or Creating Code Windows

1. [Double Click] any Project Explorer item to open its code window. If necessary, first open its containing folder by [Clicking] the folder's "+".
2. [Right Click] any Project Explorer item and choose **INSERT > MODULE** to create a new module.

Project Explorer's tree view is different for each Office application. For example, PowerPoint has no Objects folder, while Excel has a separate object for each worksheet. The naming convention is:

- **Excel:** Project name = Workbook name or Personal.xlsb, Object name = Worksheet name.



- **Word:** Project name = Document name or Normal, Object name = TheDocument.
- **Access:** Project name = Database file name, Object name = Name of form or report.
- **PowerPoint:** Project name = PowerPoint file name.
- **Modules:** and module windows are named Module1 (2, 3, ...).

Deleting a Code Window

1. [Right Click] an object or module name in Project Explorer and select **REMOVE (window name)**...
2. [Click] NO from the pop-up message unless you want to export the code for safekeeping.

Creating VBA Code

1. Open an existing code window or add a new module.
2. Position the cursor at the code insertion point, if necessary, and choose **INSERT > PROCEDURE**.
 - a. Enter a NAME (see Code Name Rules).
 - b. Select SUB to automate tasks with a Subroutine, or FUNCTION to perform customized calculations.
 - c. Select PUBLIC to make your code globally available to any subroutine. PRIVATE will restrict its use to the subroutine being created or modified.
 - d. Select 'All local variables as Static' to retain the value of the procedure's variables after code execution ends (e.g., done a running total).
 - e. [Click] OK.
3. Enter your code in an organized way (see Organizing Code).
4. Choose **FILE > SAVE** (see Saving Code).

Tip: Save time writing code in Excel or Word by recording actions in a Macro, then copying the recorded code to your module.

Running VBA Code

Manually

1. Choose **DEVELOPER > MACROS**.
2. [Click] the subroutine name in the MACROS IN THIS LIST. If the list is too long, restrict it to a specific location from the MACROS IN LIST.
3. [Click] one of action buttons on the right side: **RUN** - Runs the code to completion.
STEP INTO - Runs one code line at a time to help you catch errors. For details, see [Troubleshooting](#).
EDIT - Displays the window code.
DELETE - Deletes the subroutine.
OPTIONS - Useful for creating a keyboard shortcut to run the subroutine.

Automatically

VBA subroutines can be triggered by events, but by other subroutines, or start when an Office program starts.

- See [Understanding the VBA Language](#), [Using Code Window Lists](#) and [Useful Code Events](#) for examples of event triggering.
- Add the code <Ctrl> <Open> (or <document> <open>) to run a subroutine from within another subroutine.
- To automatically run code upon opening a document or workbook, create a subroutine called **Document_Open()** in Word's TheDocument code window or a subroutine called **Workbook_Open()** in Excel's TheWorkbook code window.
Tip: To run a subroutine automatically when an Access database opens, see the steps listed in [http://www.muhimbi.com/Articles/AccdbVBA](#).

Saving Code

Code can only be saved by saving the Office file it is stored in. Default file types for Excel, Word or PowerPoint ("*.xls", "*.docx", "*.pptx") cannot contain macros. Rename to these programs.

1. Choose **FILE > SAVE** or press <Ctrl-S>.
2. If a "macro free" warning message pops up, [Click] NO.
3. Change FILE TYPE to **MACRO ENABLED ("*.xls", "*.docx", "*.pptx")**.
4. Choose a location, specify a FILE NAME, then [Click] SAVE.

Saving Global Macros

Macros, recorded in Excel or Word can be used to be available only to the current workbook/document, or globally for all workbooks or documents. To save a recorded macro globally choose the following from the STORE MACRO IN drop list in the RECORD MACRO dialog box:

- In Excel, choose **PERSONAL > MACROS WORKBOOK**.
- In Word, don't change the default **ALL DOCUMENTS (NORMAL.DOTM)** choice.
- VBA code can also be saved globally if it is manually created under the **NORMAL** project in Word or the **PERSONAL.VBA** project in Excel.

Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscore characters.
- Good practice makes names shorter than 25 characters and substitutes underscores for spaces.
- Avoid names that are the same as cell references in Excel or restricted VBA keywords such as ISAMOUNT.

VBA Editor Tips

- The Project Explorer pane is best used to navigate between code windows.
- Use the code window's Procedure drop list (see [Navigating Code Window Lists](#)) to navigate between subroutines in a long code window.
- [Click] the Project Explorer folder icon (📁) at the top of its pane to toggle between a grouped list (Folder) and a straight list. Making this change in any one Office application will affect all Office applications.
- To maximize the code window, close all other windows and panes.
- To directly edit a name in Excel or Word, press <Alt-F11>, select the macro name, then [Click] EDIT.
- Press <Alt-Q> to close the VBA Editor and return to its Office application.

Using Code Window Lists

Object List	Procedure List

The Object and Procedure drop lists at the top of any code window. They can be used to navigate between subroutines or create event-triggered code.

1. Select an appropriate item from the Object drop list.
2. Then select an appropriate item from the Procedure drop list.
3. Write code into the newly created subroutine. For example, a subroutine can be created to validate Access form data, with entered entries reported, before the form is saved. Select the **BEFORECLOSE** event from the PROCEDURE list at the top of the form's code window. A new subroutine is automatically created called **Sub Form1_BeforeClose (Cancel As Integer), Insert validation code and it will run just before the form's contents are saved.**

Navigating Code Window Lists

Object List Items

- GENERAL:** Displays all existing subroutine and function procedures.
- WORKSHEET > WORKBOOK:** Displays code for the selected Excel worksheet or workbook.
- DOCUMENT:** Displays code for a selected Word document.
- [Name of Control]:** Displays code for the Access object or sub-object within the selected form or report.

Procedure List Items

- DECLARATIONS:** To jump to a code window's Declarations area above the first procedure.
- [Event Name]:** To create a procedure or to display code that acts on the selected object.
- [Procedure Name]:** To navigate to an existing procedure within a code window.

Useful Keyboard Shortcuts

- Shift + F10:** Hold this key down while opening an Office application and its AutoOpen code will be bypassed.
- Ctrl-Break:** Stops running code. This key combination is particularly useful in halting infinite loops.
- Shift-F2:** Displays the VBA Editor Object Browser definition of an object, method, or property selected in a code window.
- Alt-F8:** Display a list of macros in Excel or Word.

Visual Basic Reference Guide

Harold Davis



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web this curriculum guide describes the expected learning outcomes of the technical training component of the steamfitter pipefitter apprenticeship curriculum guides are used by post secondary institutions in the development of their curriculum

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web what do steamfitters pipefitters do they read and interpret drawings specifications and codes to determine layout type and size of pipe and tools to use they measure cut

alberta ua steamfitter pipefitter designation alberta pipe - Jun 18 2023

web may 1 2011 alberta ua steamfitter pipefitter designation alberta journeyman shall mean any individual who earned their trade qualification in canada in a jurisdiction with less than a four 4 year apprenticeship program prior to 2008 alberta apprenticeship training is recognized as being a four 4 year program

steamfitter pipefitter red seal - Oct 10 2022

web steamfitters pipefitters lay out assemble fabricate maintain repair and service equipment and piping systems carrying water steam fluids gases chemicals and fuel this includes heating cooling lubricating and process piping systems national occupational classification noc 72301 designation year 1966

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web first period second period third period fourth period interprovincial red seal review exam practice steamfitter pipefitter exams including red seal

tradesecrets steamfitter pipefitter alberta - Oct 22 2023

web the requirements for a steamfitter pipefitter are a minimum of 72 months and 9 360 hours of work experience a successful theory exam a trades competency verification tcv steamfitter pipefitter trade competency verification tcv sample book recognized credentials the requirements for a steamfitter pipefitter are

steamfitter pipefitter sait the southern alberta institute of - Jan 13 2023

web steamfitter pipefitter designation journeyperson program length 4 periods campus main international applicants not accepted faculty school of construction red seal endorsed trade overview

steamfitter pipefitter nait - May 17 2023

web the steamfitter pipefitter program will train you to lay out assemble fabricate maintain and repair piping systems

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web 2 apprenticeship apprenticeship is post secondary education with a difference apprenticeship begins with finding an employer employers hire apprentices pay their wages and provide on the job training and work experience

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web steamfitter pipefitter is one of the most diverse and self satisfying careers in the trades because of their extensive technical and hands on training alberta trained journeyperson are considered to be the most highly trained in north america this opens up many worldwide job opportunities

steamfitter pipefitter occupations in alberta alis - Jul 19 2023

web steamfitter pipefitter steamfitter pipefitters lay out assemble fabricate maintain and repair piping systems which carry water steam chemicals or fuel used in heating cooling lubricating and other processes for more information see the designated trades profile section of alberta s tradesecrets website legislation

steamfitter pipefitter certifications in alberta alis - Sep 21 2023

web steamfitter pipefitters from other provinces and territories can work in alberta if they hold a certificate or license recognized by alberta for more information see the recognized trade certificates page of the tradesecrets website

changes to the steamfitter pipefitter apprenticeship program alberta - Apr 04 2022

web the steamfitter pipefitter apprenticeship program sf pf is increasing from a 3 period program to a 4 period program in the 2018 2019 academic year sf pf apprentices will be in one of three programs 3 period program current 2008 course outline 4 period program new 2018 course outline

red seal steamfitter alberta pipe trades college - Nov 11 2022

web alberta industry and training ait examines workers experience and hours of work in the steamfitting pipefitting trade to determine if they are qualified to challenge the steamfitter red seal exam this successful program serves as a prerequisite to prepare the member to challenge the red seal exam

study for your exam alberta - Aug 20 2023

web steamfitter pipefitter apprenticeship exams 1st period theory exam 1 2nd period theory exam 1 3rd period theory exam under development theory exam 2 4th period theory exam 1 interprovincial exams interprovincial exam 1 interprovincial exam 2 interprovincial exam 3 interprovincial exam 4 qualification exams