

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 > then 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.

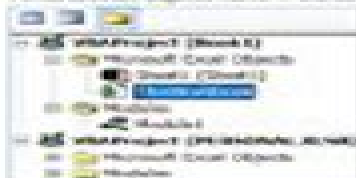
1. Press <Alt>F11 or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl>R.

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 MACRO NAME 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 subroutines used) 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.cse.wisc.edu/~dennis/vba.htm](#).

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 in those 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 saved 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 > MACRO 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

Adrian Nye



Visual Basic Reference Guide:

Visual Basic for Applications (VBA) 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips Beezix Software Services,2018-03-05 Four page example rich laminated quick reference guide that will open the world of Microsoft Office automation in Word Excel PowerPoint and Access You will learn how to modify macros customize functions and create your own programming Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource for composing Visual Basic for Applications code Geared toward the intermediate to advanced Microsoft Office 2016 user The following topics are covered Getting Started Showing the Developer Tab Setting Macro Security Organizing VBA Projects Opening or Creating Code Windows Deleting a Code Window Creating VBA Code Running VBA Code Saving Code Saving Global Macros Code Name Rules VBA Editor Tips Using Understanding the VBA Language Good Practices with Variables Decision Power Troubleshooting Sophistication with VBA Functions Useful VBA Function Categories Troubleshooting Catching Bugs Trap Errors Troubleshooting Tips Simple Code Variables Code Decisions Eliminating Repeats Reaching Out to Users *Visual Basic for Applications (VBA) 2013 Quick Reference Guide* Beezix Software Services,2014-07-09 Four page laminated quick reference guide that will open the world of Microsoft Office automation in Word Excel PowerPoint and Access You will learn how to modify macros customize functions and create your own programming Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource for composing Visual Basic for Applications code Geared toward the intermediate to advanced Microsoft Office 2013 user The following topics are covered Getting Started Showing the Developer Tab Setting Macro Security Opening a Code Window Deleting a Code Window Saving Code Project Explorer Names Code Name Rules VBA Editor tips Password Protect Code Navigating Code Window Lists Object List Items and Procedure List Items Organizing Code Variables and Constants for Efficiency Good Practices with Variables Sophistication with VBA Functions Useful VBA Function Categories Decision Power with IF and SELECT Troubleshooting Constructing a Code Statement Simple Code Variables Code Decisions Eliminating Repeats Interacting with Users **Visual Basic 2005 in a Nutshell** Tim Patrick,Paul Lomax,2006-01-30 The classic Nutshell guide to Microsoft s Visual Basic programming language is completely revised and reorganized to cover the forthcoming VB 3005 version as well as VB NET 1 1 *Visual Basic .NET All-In-One Desk Reference For Dummies* Richard Mansfield,2003-03-21 Visual Basic NET made clear Covers all aspects of VB NET programming in seven self contained minibooks Visual Basic NET Programming Fundamentals Advanced Visual Basic NET Programming The NET Editor Object Oriented Programming Programming for the Web Database Programming and Graphics and Games Visual Basic is the primary tool of more than fifty percent of all professional developers so the upgrade to VB NET represents a major paradigm shift this handy all in one guide gives them easy access to valuable information Guides the reader through getting integrated with the rest of Visual Studio NET covers programmatic encryption and other NET

security capabilities and shows how to program for Web services with VB NET and ASP NET Companion Web site includes a must have bonus appendix that provides parallel VB 6 and VB NET sample code to help VB programmers make the somewhat difficult transition to NET *VB.NET Language Pocket Reference* Steven Roman, PhD,Ron Petrusha,Paul Lomax,2002-12-03 Visual Basic NET is a radically new version of Microsoft Visual Basic the world s most widely used rapid application development RAD package Whether you are just beginning application development with Visual Basic NET or are already deep in code you will appreciate just how easy and valuable the VB NET Language Pocket Reference is VB NET Language Pocket Reference contains a concise description of all language elements by category These include language elements implemented by the Visual Basic compiler as well as all procedures and functions implemented in the Microsoft VisualBasic namespace Use it anytime you want to look up those pesky details of Visual Basic syntax or usage With concise detail and no fluff you ll want to take this book everywhere VISUAL BASIC USER'S GUIDE MICROSOFT EXCEL VERSION 5.0 MICROSOFT CORPORATION,1994 **Access 2003 VBA Programmer's Reference** Patricia Cardoza,Teresa Hennig,Graham Seach,Armen Stein,2004-04-14 What is this book about Its power and short learning curve have made Access Microsoft s leading consumer relational database management system for desktop applications VBA lets you tap more of that power responding to application level events displaying forms and reports manipulating toolbars and much more In this book a crack team of programmers including two Microsoft MVPs shows you how to take control of Access 2003 or 2002 using VBA You ll learn to create and name variables use DAO and ADO to manipulate data handle errors correctly create classes and use APIs and more An entire chapter is devoted to the changes in Access 2003 including new wizards and GUI features that previously required VBA code as well as new VBA features You ll receive a thorough education in system security macro security and the Access Developer Extensions ADE You will discover how to access data with VBA execute and debug VBA code and use VBA with Access objects Finally you will learn more about the relationship between Access and SQL Server and how to use VBA in Access to control and enhance other Office applications What does this book cover Here are some of the things you ll discover in this book How to take advantage of the built in Access object library using Access commands and executing them from any Access toolbar What you need to know to design your own classes implement common APIs in your code and use SQL to access data How to configure custom menus for your Access database applications Ways to transfer information between Access and Excel Word Outlook and other Office programs How to show or hide entire sections of reports based on data entered on a form or hide form fields based on database login information Object models you can use when writing VBA code in Access and a list of common API functions to use in your code Who is this book for This book is a comprehensive resource for Access users and VBA developers who want to increase the power of Access using VBA In addition to experience with VBA you should have read at least one tutorial covering VBA for Access **VB.NET Language in a Nutshell** Steven Roman,Ronald Petrusha,Paul Lomax,2002 This updated edition introduces the important aspects of the

language and explains the .NET framework The alphabetical reference covers the functions statements directives objects and object members that make up the VB .NET language **VB & VBA in a Nutshell: The Language** Paul Lomax,2008-02-21

The online documentation of VB VBA language components seems to follow the 80/20 rule the basic facts that you need to use a language statement are provided in the documentation But the additional 20 percent that you need to use it effectively or to apply it to special cases is conspicuously absent To a professional VB VBA programmer though this missing 20 percent of the language's documentation isn't a luxury it's a necessity And in VB VBA in a Nutshell The Language it finally is available The bulk of the book consists of an alphabetical reference to the statements procedures and functions of the VB VBA language Each entry has a standardized listing containing the following information Its syntax using standard code conventions Differences in the operation of the keyword in a macro environment e.g. in Office and in Visual Basic if there are any A list of arguments accepted by the function or procedure if any A description of the data type returned by a function The finer points of a keyword's usage that are often omitted from or blurred over by the documentation Tips and gotchas that include undocumented behaviors and practical applications for particular language elements a section particularly invaluable for diagnosing or avoiding potential programming problems A brief nonobvious example that illustrates the use of the keyword Also included in VB VBA in a Nutshell The Language is a brief overview of the VB VBA language including Basic VBA programming concepts such as its data types and its support for variables constants and arrays Error handling in VBA applications Object programming with VBA Using VBA with particular applications Excel and Project are utilized to show how to work with an application's integrated development environment and to take advantage of its object model Regardless of how much experience you have programming with VBA this is the book you'll pick up time and time again both as your standard reference guide and as a tool for troubleshooting and identifying programming problems VB VBA in a Nutshell The Language is the definitive reference for Visual Basic and VBA developers [VB & VBA in a Nutshell: The Language](#) Paul Lomax,1998

In the tradition of Java in a Nutshell this book boils down the essentials of VB and VBA and includes undocumented areas essential to everyday programming **Visual Basic 6 Secrets** Harold Davis,1998 Learn the behind the scenes tricks and techniques that will take your Visual Basic skills to the next level of programming excellence Davis provides all the secrets readers need to create sophisticated robust full featured commercial quality Visual Basic applications

Mastering Visual Basic (VB.NET) Cybellium,2023-09-26 Discover the Power of Modern Programming Dive deep into the intricacies of VB .NET with this comprehensive guide Whether you're a beginner looking to understand the basics or an experienced developer aiming to enhance your skillset Mastering Visual Basic VB .NET offers the knowledge and tools you need to develop robust and efficient applications Inside this book you'll find Complete Coverage From the fundamental concepts of VB .NET to advanced topics explore every facet of this powerful language Practical Examples Illustrative code samples and real world scenarios that help you understand and apply what you've learned Expert Insight Tips tricks and best

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A simple client application Window attributes The graphics context Graphics in practice Color Events Interclient communication Internationalization The Resource Manager A complete client application Window management This manual is a companion to Volume 2 Xlib Reference Manual Visual Basic 2005 For Dummies Bill Sempf,2005-10-24 Visual Basic is Microsoft's premier programming language used by more than three million developers and in 50 million Windows applications Programming pro and veteran Wrox author Bill Sempf has thoroughly overhauled the book's organization and content making it even more accessible to programming beginners Highlights new VB features and functions including important advances in compatibility with older VB versions Offers plain English explanations of variables constants loops VB syntax forms controls objects and other fundamentals The CD ROM includes all source code and third party software tools

Excel by Example Aubrey Kagan,2004-06-11 The spreadsheet has become a ubiquitous engineering tool and Microsoft Excel is the standard spreadsheet software package Over the years Excel has become such a complex program that most engineers understand and use only a tiny part of its power and features This book is aimed at electronics engineers and technicians in particular showing them how to best use Excel's features for computations circuit modeling graphing and data analysis as applied to electronics design Separate chapters cover lookup tables and file I/O using macros graphing controls using Analysis Toolpak for statistical analysis databases and linking into Excel from other sources such as data from a serial port The book is basically an engineering cookbook with each chapter providing tutorial information along with several Excel recipes of interest to electronics engineers The accompanying CD ROM features ready to run customizable Excel worksheets derived from the book examples which will be useful tools to add to any electronics engineer's spreadsheet toolbox Engineers are looking for any and all means to increase their efficiency and add to their bag of design tricks Just about every electronics engineer uses Excel but most feel that the program has many more features to offer if they only knew what they were The Excel documentation is voluminous and electronics engineers don't have the time to read it all and sift through looking for those features that are directly applicable to their jobs and figure out how to use them This book does that task for them pulls out those features that they need to know about and shows them how to make use of them in specific design examples that they can then tailor to their own design needs This is the ONLY book to deal with Excel specifically in the electronics field Distills voluminous and time consuming Excel documentation down to nitty gritty explanations of those features that are directly applicable to the electronics engineer's daily job duties The accompanying CD ROM provides ready to use fully customizable worksheets from the book's examples **Microsoft Excel User's Guide** ,1994 *Broadcast Graphics On the Spot* Richard Harrington,2005-08-15 Packed with more than 350 techniques this book delivers what you need to know on the spot If you create graphics for television this book is for you Broadcast Graphics on the Spot show you how to produce more compelling TV graphics From gathering images for use in broadcast graphics to working with fonts mastering keying and rotoscoping or working with logo motion this book includes step by step procedures for creating over

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Table of Contents Visual Basic Reference Guide

1. Understanding the eBook Visual Basic Reference Guide
 - The Rise of Digital Reading Visual Basic Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Visual Basic Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Visual Basic Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Visual Basic Reference Guide
 - Personalized Recommendations
 - Visual Basic Reference Guide User Reviews and Ratings
 - Visual Basic Reference Guide and Bestseller Lists
5. Accessing Visual Basic Reference Guide Free and Paid eBooks
 - Visual Basic Reference Guide Public Domain eBooks
 - Visual Basic Reference Guide eBook Subscription Services
 - Visual Basic Reference Guide Budget-Friendly Options
6. Navigating Visual Basic Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Visual Basic Reference Guide Compatibility with Devices
- Visual Basic Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Visual Basic Reference Guide
 - Highlighting and Note-Taking Visual Basic Reference Guide
 - Interactive Elements Visual Basic Reference Guide
- 8. Staying Engaged with Visual Basic Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Visual Basic Reference Guide
- 9. Balancing eBooks and Physical Books Visual Basic Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Visual Basic Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Visual Basic Reference Guide
 - Setting Reading Goals Visual Basic Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Visual Basic Reference Guide
 - Fact-Checking eBook Content of Visual Basic Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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web directed by brad peyton directed by writing credits cast in credits order complete awaiting verification produced by music by andrew lockington music by cinematography by david tattersall director of photography editing by david rennie edited by production design by bill boes art direction by bruce robert hill

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