# Visual Basic for Applications 2016 Introduction

Visual Basic for Replications IVEN) is the programming bengange, or code, used to setumate basis, in Microsoft Office applications. You can instructed paragraph compression VSR code or fusion if consted for you by recording acrosoms to effect case, the code is played basis to repeat basis which when struck together, actionate an entire protection.

#### Showing the Developer Tab

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#### Setting Macro Security

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- Checke one of the MACRO SETTRESS, then (Class) DK.
   Tyx that the freatile All Macros, option when working on your own, cach.

#### Organizing VBA Projects

The VBA follows, coercioned within each Office application, is used to create and reporter VBA code. Its left sade frequent Englisher panel box, in their object man, a frequent, representing the open Office life, plan attractioned Object on Medicale federa.

- The Objects folder liets an open file's documents.
   Microsoft Vised Objects.
- The Modules foliate lists resolutes filled with user created VIA code.
- The indis is displayed in a larger pane to the right.
- Coole presided for a document only applies to that shoustened, while expelsely solds applies to any shoustened in the project.
- 1. Primus ends/F-9781 being
- Choose DEVELOPER, VISIAL BASIC
- Open the left-side Project Deployer parts; if secondary, with Villa, PROSECT ONFORER as a Col. Re-

#### Opening or Creating Code Windows

- (Double Click) any Project Explorer from to open its code withdow if neuroscopy, first open in commenting folder by Schlangt the table? " " "."
- [Right Cirts] any Project Explorer item and choose RESERT, MODULE to create a new module.

Project Explorer's tree view is different for each Office application. For example, Person's application in Objects. bide, while Excel has a reparate object for each worksheet. The number of the continuous contents on the contents of the

 Exast Project name - Workbook name or Femorus, shib. Obserbs name - Worksheet name.



- World Project name is Document name or Normal Obserts name is TroDocument.
- Access: Project name Donahuse We name. Objects name Name of Torri or report.
- PawerPoint: Project name « Proverbors: Ne same.
- Modules: and module windows are named. Module 1: (2, 3, ...)

#### Deleting a Code Window

- Blight Click an object or module name in Project. Explorer and select REMOVE Introdom named....
- KOOO NO from the prop-up mercurge unless you want to report the code for safeteneous.

#### Creating VBA Code

- 1. Open an existing taste window or add a new module.
- Position the sursor at the code insurtion point, if necessary, and choose MSHIC PROCEDURE
  - a. Sinter a NAME tion Code Name Raked).
  - Soliest SUB to automate stalks with a Subroutine, or FURCTION to perform castorium calculations.
  - Select PSRCK to make your code globally available to any submandors. HIGH/T will restrict to the to the utbroadne being counted or modified.
- Select "Nill local variables as fitation" to vector the value of the procedure's consider after code execution ends (e.g., stone a running torsal).
   EDMS DK.
- from your code is an argunized way been droperating Cedeb.
- 4. Choose Fills, Salut Just Serving Codes.

Tigs Surver time switting reads in fluori or Missellity recording actions or a Macro, their copying the recorded code to your module.

#### Running VBA Code Menuelly

- 1. Choose OFVILLOPOR MACROS.
- [Click] the submodifier name in the MACRO NAME list. If the list is too long, restrict if to a specific location from the MACROS Bit List.
- [Click] one of action buttoms on the right side: EUV - Burn. The code to completion.
   SEP PATO - Burn one code law at a firm in help you catch murn. For details, you Tenuith shooting. EDT - Zinglogs the soften code.
  - DRLETE Defense the calmoutine.
    OPTIONS Useful for arrating a keylowel shortest to
    use the subcostine.

#### Authorisation(ly)

VSA satiroutines can be triggered by events, run by other subroutines, or start when an Office program starts.

- Soo Utedoorstanding the WER Language, Unling Code Windows Uses and Useful Code Exents for examples of event higgsining.
- Add the code (act) (name of submost mo) to non-anationalise from within another submostire.
- To automatically non-code upon opening a discussorial or workbook, made a submodine collect Occarrient. Opening in North 1 To Cocarrient code window or a submodition collect Workbook. Opening in Encol's The Workbook code services.
   To car a submodition automatically when an
  - Access database opens, our the steps Sized in blog bendin care Autoron/Access/VSA

#### Saving Code

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- 2. If a "mains free" warning minsage proprint, (Cleb) MO:
- Change With ESTYPE to WISCRD ESSERTED (\* sives, clicies, \* partiro).
- Otomer a focustion, specify a FLE NAME, then (Click) SAVE.

#### Sawing Global Macros

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- In Excel, choose PERSONAL MACRO WORKSOOK.
- In World, dur't charge the default ALL DOCLMENTS NORMAL DOTM: charge.
- VBA code can also be count plobally this is warrially counted under the NORMAN project in Word or the PRECIONAL MISSE project or level.

#### Code Name Rules

- Code rumes roud begin with a letter.
- Subsequent characters should only be letters, marriage, or underscore characters.
- Good practice makes runnes shorter than 25 characters and substitutes underscores for spaces.
- Avoid summ. Turture The same as coll inference. in Exist or restricted VBA logworth such as ISARBAY.

#### **VEA Editor Tips**

- The Project Explision pure is best used to nueligate fectioners code woodsays.
- Use the rade sandow's Procedure deep lot bue Namigeting Code Window Lists) to runigate Series and automatics of a long code window.
- [Click] the Project Englisher Folder size: at the top of its pame to tanggle between as granged but theirher) and a straight list, Making this sharing in any one Office application will affect all Office applications.
- To maximize the code window, close all other mindows and pares.
- To directly edit a macro is Excel or Word press.
   All-File, wheel the macro name, then (Circle) EDI.
- Press -cAth-Qs- to-close the lettiA believe and return to its Office application.

#### Using Code Window Lists

Object List Procedure List

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- 1. Select air appropriate been born the Object drup list.
- Then select an appropriate term from the Procedure attop lint.
- 3. Write scale into the newly counted subscutine.

For example, a submodule can be counted to sold ate August Same data, and to example derives examine, before the Source School. Select the \$\$10,000,000,000,000 are substant the PROCESSAR for at the top of the Source Code validate, A top of the submodule is automatically considered called Salt form (Before statement cally considered salted salt form (Before statement (Lowcott) As Integer 1, leasest salt data are salt and it will not past before the Source.

## Navigating Code Window Lists

#### Object List Home

CENERAL: Deploys all exiting subrestime and function procedures.

WORKSWEET or WORKSOOK. Druglays code for the selected Datal worksheet or worksheet.

DOCUMENT: Deploys code for a selected Water decument. [Rapear of Control]: Displays code for the Access abject or sub-object within the selected form or report.

#### Proceedure List Huma

DECLERATIONS To parage to a cools revisions's Declerations, area alread the limit procedure.

[Event Name] To create a procedure or to display code that acts on the selected object.

[President Name]: In number to an mixing procedure within a code window.

## **Useful Keyboard Shortcuts**

Shift - Hold this key down while opening an Office application and its flate-Open code sell he beganned. Onth-Beaut - Tuos, naming code. Not key construction is portiously world in halling infinite loops.

Shift F2 - Displays the VSA Editor Dhjact Browner definition of an object, restbook, or property selected in a code window.

AR 68 - Display a list of macross in Excel or Ward.

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**Clifford Lane** 

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