

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.

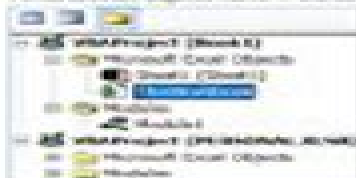
1. Press <Alt>F11 or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl>R.

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 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 <sub>name>) 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 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 > 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.

Vba Reference Guide

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Vba 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 **Learn Excel(r) VBA in 24 Hours** Liaw HockSang,2016-09-13 Visual Basic for Applications VBA is the programming language built into Microsoft Office applications such as Microsoft Excel Microsoft Word Microsoft Access and Microsoft Outlook to automate various tasks in their own environment and to work with other applications This book focuses on VBA in Microsoft Excel for Windows The discussions in the book are applicable to Excel 2007 Excel 2010 Excel 2013 and Excel 2016 unless otherwise stated It starts with Chapter 1 which is to get you familiarize with some essential tools that help you to write your VBA programs Chapter 2 covers the places where you should store your VBA code Chapter 3 is the fundamentals of programming in VBA It provides you a quick reference in writing syntax error free VBA code in debugging and in handling errors Chapter 4 offers some other tips on VBA programming This book is for readers who are new to Excel VBA but should have a basic understanding of programming language such as C or Python The reader should be an average Excel user who knows for example what an array formula is If you are new to Excel please teach yourself Excel before exploring the chapters You may refer to another book written by me entitled Learn Microsoft R Excel R 2010 2016 for Windows R in 24 Hours A jumpstart to be an intermediate user which was written for those who are new to Excel This book does not serve as a comprehensive reference for intermediate users Nevertheless it is a jumpstart for beginners to learn Excel VBA It is also served as a foundation for my future books and other references that are beyond the reach of beginners I hope this book will shorten your time to teach yourself Excel VBA and serve as a quick reference in writing error free and working VBA programs in realizing your goal Let Excel VBA work for you A supplementary Excel file to share The author would like to share a supplementary Excel file It contains almost all the code listings and code statements stated in this book Sub procedures are ready to be executed either by clicking buttons on worksheets or by accessing the Marco dialog box Functions are ready to be tested in worksheet formulas The file definitely

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reader should be an average Excel user who knows for example what an array formula is If you are new to Excel please teach yourself Excel before exploring the chapters You may refer to another book written by me entitled Learn Microsoft Excel 2010 2016 for Windows in 24 Hours A jumpstart to be an intermediate user which was written for those who are new to Excel This book does not serve as a comprehensive reference for intermediate users Nevertheless it is a jumpstart for beginners to learn Excel VBA It is also served as a foundation for my future books and other references that are beyond the reach of beginners I hope this book will shorten your time to teach yourself Excel VBA and serve as a quick reference in writing error free and working VBA programs in realizing your goal Let Excel VBA work for you A supplementary Excel file to share The author would like to share a supplementary Excel file It contains almost all the code listings and code statements stated in this book Sub procedures are ready to be executed either by clicking buttons on worksheets or by accessing the Macro dialog box Functions are ready to be tested in worksheet formulas The file definitely facilitates you to master the content of the book Please download the file from https://drive.google.com/file/d/0ByKhN_UYAjlQTm1kdVJFWTh0cTQ/view or <https://www.amazon.com/Liaw-HockSang-e-B01LX701LY> **Excel VBA** Hein Smith, 2018-06-29 Whether you have never created a program with Visual Basic Application or looking to learn some new tricks then this book is for you Containing 15 chapters full of information definitions and step by step instructions to create your own programs this book will help you master VBA Programming Here are just a few of the things you will find inside Chapters on Conditional Logic String Functions and Recording Macros Images illustrating the different processes and programming steps Step by step instructions for how to program Loops and Arrays 2 chapters on creating and programming User Forms Instructions on how to write Subs and Functions Written out sample codes for many of the programs you will learn how to create How to diagnose and correct your own coding errors A step by step process on how to connect the Visual Basic Editor with external data Visual Basic Application Programming in Excel is a hidden gem that will help you automate and control both basic and complex Excel functions Following the steps in this book will help you access the inner workings of Excel spreadsheets and take your coding to the next level *Microsoft 365 Excel VBA Programming For Dummies* Dick Kusleika, 2025-01-03 Your step by step guide to doing more with Microsoft Excel Fully updated for the latest version of Office 365 Excel VBA Programming For Dummies will take your Excel knowledge to the next level With a little background in Visual Basic for Applications VBA programming you can go well beyond basic spreadsheets and functions Learn the coding basics and syntax you need to write simple or complex macros that can automate your routine Excel tasks Become an Excel power user by automating data management user forms pivot tables and beyond When you use VBA to perform Excel operations you can reduce errors save time and integrate with other Microsoft applications This handy guide also teaches you how to control the security settings for your macros and save macros to use across files and apps Plus you ll get updated coverage of Copilot AI integration Your spreadsheets are about to get much more powerful Get started with VBA coding to create macros and

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massive program and it can literally take a beginner months or even years to master it Research shows that many first time Excel users don't take advantage of all the program's functionality Beginners continue to manually enter data instead of easily using macros that could save them a ton of time and skyrocket their productivity Over the years I have realized that nearly every operation that you could perform with a mouse keyboard or a dialog box could also be done by using VBA Further if it can be done once with VBA it can easily be done a hundred or a thousand times As you read this book you will start to realize the incredible power that VBA has in automating repetitive or routine tasks Whether your goal is to use Excel VBA in your day job to enhance your productivity or you would like to use your VBA Programming skills in another profession I can tell you this This book is for you This is my step by step manual that will literally take you through every essential process of mastering the basics of Excel VBA Programming Here's What You'll Discover The TOP 5 reasons why you should Learn Excel VBA Programming today You have never used VBA before No worries as I will take you step by step with images to getting started with the Visual Basic Editor What are Objects and Object Properties in EXCEL VBA Find out on pages 19 through 22 An Introduction to Programming Concepts such as Variables Program Control Looping structures and Syntax to get you ready for the next level The 2 most Critical Rules that you MUST follow while Scoping and Declaring Variables How to create and work with VBA Sub and Function Procedures I will walk you through Writing and Recording MACROS Understand this chapter thoroughly and you are on your way to success VBA Error Types and Error Handling Techniques We will step through VBA Programming Examples and Techniques Are you ready for the next level Let's talk about User Forms and how to create these with specific examples You will learn the most important UserForm Techniques and Tricks that I have used successfully for years We will go over Worksheet Functions and Add Ins Pivot Tables Pivot Tables are one of the most powerful features within Excel Unfortunately a vast majority of Excel users never take advantage of this feature believing it is too complicated We will walk through a step by step process on how to create and use Pivot Tables with VBA And much more So What Are You Waiting For The opportunity is there Will you take it Click the BUY button now to start learning EXCEL VBA Programming today Tags excel for dummies excel vba excel vba programming for dummies excel vba programming for beginners excel vba 2019 excel vba 2016 excel vba for dummies excel 2016 microsoft excel 2016 excel 2016 bible excel 2016 for dummies excel 2016 essential skills excel 2016 vba excel 2016 formulas and functions excel 2016 basics excel for beginners excel 2016 power programming with vba Cti Higher Edn Cengage Learning Australia, Thomson Course Technology, 2001-12 **Customizing AutoCAD 2006** Sham Tickoo, 2006 Updated to provide coverage of the design capabilities of AutoCAD 2006 this updated edition offers detailed explanations of customizing techniques for advanced users of AutoCAD All the various levels of customization in AutoCAD are examined in one comprehensive volume from the basic topics of creating template drawings and customizing menus to the more advanced features such as modifying the AutoCAD environment in ways that help industry professionals meet the needs of their organization Thorough explanations are

enhanced by live projects and examples that make it easy to comprehend and master the customizing concepts of AutoCAD
2006

Eventually, you will unquestionably discover a extra experience and completion by spending more cash. yet when? attain you take that you require to get those every needs afterward having significantly cash? Why dont you attempt to get something basic in the beginning? Thats something that will lead you to understand even more roughly the globe, experience, some places, subsequent to history, amusement, and a lot more?

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Table of Contents Vba Reference Guide

1. Understanding the eBook Vba Reference Guide
 - The Rise of Digital Reading Vba Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Vba 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 Vba Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Vba Reference Guide
 - Personalized Recommendations
 - Vba Reference Guide User Reviews and Ratings
 - Vba Reference Guide and Bestseller Lists
5. Accessing Vba Reference Guide Free and Paid eBooks

-
- Vba Reference Guide Public Domain eBooks
 - Vba Reference Guide eBook Subscription Services
 - Vba Reference Guide Budget-Friendly Options
6. Navigating Vba Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Vba Reference Guide Compatibility with Devices
 - Vba Reference Guide Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Vba Reference Guide
 - Highlighting and Note-Taking Vba Reference Guide
 - Interactive Elements Vba Reference Guide
 8. Staying Engaged with Vba Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Vba Reference Guide
 9. Balancing eBooks and Physical Books Vba Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Vba Reference Guide
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Vba Reference Guide
 - Setting Reading Goals Vba Reference Guide
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Vba Reference Guide
 - Fact-Checking eBook Content of Vba 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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