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 a macro. 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 RIBBON.
2. [Click] the DEVELOPER checkbox on the right side of the CUSTOMIZE THE RIBBON 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, (e.g. 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.

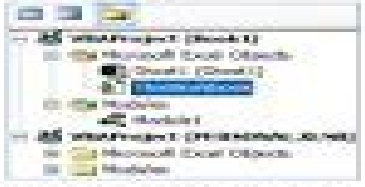
1. Press <ALT-F11> or choose DEVELOPER, VISUAL BASIC.
2. Open the left-side Project Explorer pane, if necessary, with VIEW, PROJECT EXPLORER or <Ctrl-R>.

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. Objects name = Worksheet name.



- **Word:** Project name = Document name or Normal. Objects name = ThisDocument.
- **Access:** Project name = Database file name. Objects 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 "Set local variables as Statics" to retain the value of the procedure's variables after code execution ends (e.g., store 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 written code.
   DELETE – Deletes the subroutine.
   OPTIONS – Useful for creating a keyboard shortcut to run the subroutine.

Automatically

VBA subroutines can be triggered by events, run 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 Call [name of subroutine] 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 ThisDocument code window or a subroutine called **Workbook_Open()** in Excel's ThisWorkbook code window.

  Tip: To run a subroutine automatically when an Access database opens, see the steps listed in **blog.hoosia.com/AutoexecAccessVBA**.

Saving Code

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

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

Saving Global Macros

Macros recorded in Excel or Word can be saved 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 box 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.XLSB 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 SUMMARY.

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 (folders) 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 macro in Excel or Word, press <ALT-F8>, 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 sit 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 incorrect entries rejected, before the form is saved. Select the BEFORE UPDATE event from the PROCEDURE list at the top of the form's code window. A new subroutine is automatically created called Sub Form_BeforeUpdate(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 subroutines and function procedures.

(WORKSHEET or 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 on 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 – Hold this key down while opening an Office application and its AutoExec 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 – Displays a list of macros in Excel or Word.

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Visual Basic For Applications Manual

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Visual Basic For Applications Manual:

Visual Basic 2008 Programming Black Book, Platinum Edition (With Cd) Kogent Solutions Inc.,2009-03 Visual Basic 2008 Black Book Is The Most Comprehensive Book That You Will Find On Visual Baisc Net It Contains Useful Material On All The Concepts Of Visual Basic 2008 And At The Same Time Teaches You How To Implement These Concepts Programmatically By Providing Appropriate Examples Along With Detailed Explanations This Edition Of The Book Particularly Deals With Some New And Advanced Topics Such As Wpf Wcf Wf Asp Net Ajax Silverlight And Linq This Unique Book On Visual Basic 2008 Has Extensive Coverage Of The Language No Doubt Every Aspect Of The Book Is Worth Its Price Part I Net Framework 3 5 And Visual Studio 2008 Chapter 1 Getting Started With Net Framework 3 5 Chapter 2 Introducing Visual Studio 2008 Part Ii Visual Basic Programming Language And Oops Chapter 3 Introducing Visual Basic 2008 Chapter 4 Flow Control And Exception Handling In Visual Basic 2008 Chapter 5 Object Oriented Programming In Visual Basic 2008 Part Iii Windows Forms And Wpf Chapter 6 Windows Forms In Visual Basic 2008 Chapter 7 Windows Forms Controls I Chapter 8 Windows Forms Controls Ii Chapter 9 Windows Forms Controls Iii Chapter 10 Windows Forms Controls Iv Chapter 11 Windows Forms Controls V Chapter 12 Introducing Windows Presentation Foundation Chapter 13 Working With Wpf 3 5 Controls Resources Styles Templates And Commands Chapter 14 Using Graphics And Multimedia In Windows Forms And Wpf Part Iv Asp Net 3 5 Chapter 15 Introducing Asp Net 3 5 And Web Forms Chapter 16 Standard Web Server Controls Chapter 17 Navigation Controls In Asp Net 3 5 Chapter 18 Login And Web Parts Controls In Asp Net 3 5 Chapter 19 Enhancing Web Applications With Silverlight Part V Services And Deployment Chapter 20 Asp Net 3 5 Web Services Chapter 21 Introducing Windows Communication Foundation Chapter 22 Deploying Windows And Web Applications Part Vi Ado Net And Linq Chapter 23 Data Access With Ado Net Chapter 24 Data Binding In Windows Forms And Wpf Applications Chapter 25 Data Binding In Asp Net Applications Chapter 26 Working With Linq Part Vii Advanced Topics Chapter 27 Working With Windows Workflow Foundation Chapter 28 Threading In Visual Basic 2008 Chapter 29 Collections And Generics Chapter 30 Working With Xml And Net Chapter 31 The My Object Chapter 32 Net Assemblies Chapter 33 Developing Windows Mobile Applications Chapter 34 Security And Cryptography In Net Chapter 35 Net Remoting In Visual Basic 2008 Chapter 36 Human Resources Management System **Mastering VBA for Microsoft Office 2007** Richard Mansfield,2008-07-21 Even if you re not a programmer you can quickly learn to write macros automate tasks and create custom applications for Office 2007 with Microsoft sVisual Basic for Applications VBA and the in depth instruction in this comprehensive guide You ll jump right into the basics of recording and running macros with Office s built in Macro Recorder before quickly moving to the essentials of VBA syntax using loops and functions building effective code and programming applications in Word Excel PowerPoint Outlook and Access Includes pages of real world examples and techniques *The Visual Guide to Visual Basic for Applications* Richard Mansfield,1994 Microsoft s newest innovation creates a single internal language that works across

its key application This first inside look at the tools techniques and features of VBA lets users with no previous programming experience get started creating and customizing applications using Microsoft Word Project Access and Excel Disk contains macros and valuable utilities *Visual Basic for Applications Unleashed* Paul McFedries,Paul MacFedries,1997 Visual Basic for Applications is now the common language for developing macros and applications across all Microsoft Office components including Word Excel Access PowerPoint and Outlook Targeted at accomplished and expert users this book allows users to exploit the power of Office 97 The CD contains sample code **The Excel Handbook: Comprehensive Techniques, Tips, and Templates for Every User** Jennifer Bartlett,2025-04-04 Tired of struggling with Excel Wish you could unlock its full potential and save countless hours This comprehensive guide is your key to mastering Excel whether you re a beginner or seasoned user Inside you ll find a wealth of information presented in a clear and accessible way Learn the fundamentals explore advanced formulas and functions create stunning charts and graphs and automate repetitive tasks This book isn t just about basic spreadsheet skills it s about transforming your data into powerful insights Through practical examples real world scenarios and downloadable templates you ll gain the confidence to tackle any Excel challenge Learn to analyze data effectively build interactive dashboards and use conditional formatting to highlight crucial information This book empowers you to streamline your workflow improve your productivity and become an Excel expert This guide is perfect for students professionals and anyone who wants to master Excel It doesn t matter if you re working with financial data managing projects or simply organizing your personal finances this book provides the tools and knowledge you need to excel Get ready to unlock the power of Excel and take your skills to the next level *The Handbook of Financial Modeling* Jack Avon,2013-11-19 The ability to create and understand financial models that assess the valuation of a company the projects it undertakes and its future earnings profit projections is one of the most valued skills in corporate finance However while many business professionals are familiar with financial statements and accounting reports few are truly proficient at building an accurate and effective financial model from the ground up That s why in The Financial Modeling Handbook Jack Avon equips financial professionals with all the tools they need to precisely and effectively monitor a company s assets and project its future performance Based on the author s extensive experience building models in business and finance and teaching others to do the same The Handbook of Financial Modeling takes readers step by step through the financial modeling process starting with a general overview of the history and evolution of financial modeling It then moves on to more technical topics such as the principles of financial modeling and the proper way to approach a financial modeling assignment before covering key application areas for modeling in Microsoft Excel Designed for intermediate and advanced modelers who wish to expand and enhance their knowledge The Handbook of Financial Modeling also covers The accounting and finance concepts that underpin working financial models How to approach financial issues and solutions from a modeler s perspective The importance of thinking about end users when developing a financial model How to plan design and build a fully functional

financial model And more A nuts to bolts guide to solving common financial problems with spreadsheets The Handbook of Financial Modeling is a one stop resource for anyone who needs to build or analyze financial models What you ll learn Key financial modeling principles including best practices principles around calculations and the importance of producing clean clear financial models How to design and implement a projection model that allows the user to change inputs quickly for sensitivity testing The proper way to approach a financial modeling assignment from project planning all the way through to the documentation of the model s findings and effectiveness How to model in Microsoft Excel including how to set up an Excel environment how to format worksheets and the correct application of various modeling formulae The skills and knowledge they need to become more proficient financial modelers and differentiate themselves from their professional competitors Who this book is for Written in a clear concise manner and filled with screen grabs that will facilitate readers comprehension of the financial modeling process The Handbook of Financial Modeling is appropriate for intermediate to advanced financial modelers who are looking to learn how to enhance their modeling proficiency Table of Contents Financial Modeling An Overview Financial Modeling Best Practices Modeling Functions and Tools Planning Your Model Testing and Documenting Your Model Designing and Building Your Model The Model User Inputs An Introduction to Finance and Accounting for Modelers Managing and Evaluating a Business for Modelers The Implications and Rules of Accounting for Modelers Financial Based Calculations Logical and Structural Based Calculations How to Capture Document and Track Assumptions in Your Model Modeling to Give the User Transparency Model Testing and Auditing Modeling Handover Dos and Don ts Case Study Building a Full Life Cycle Model Additional Tools and VBA for Financial Models What is the Future of Financial Modeling Keyboard Shortcuts Finance and Accounting Glossary Readymade Functions Sample Outputs Housekeeping References **Programming and Problem Solving with Visual Basic .NET** Nell B. Dale,2003 This book continues to reflect our experience that topics once considered too advanced can be taught in the first course The text addresses metalanguages explicitly as the formal means of specifying programming language syntax *Learn Microsoft Excel 2002 VBA Programming with XML and ASP* Julitta Korol,2003 Designed to provide non developers with a hands on guide to both Excel VBA and XML this book gives users a wide range of VBA coverage including how to write subroutines and functions from scratch manipulate files and folders with VBA statements manage date with arrays and collections and much more Includes CD **Learning Visual Basic 2008 with .Net Framework 3.5** Cadcim, **Human-Computer Interaction - INTERACT 2007** Cecília Baranauskas,Philippe Palanque,Julio Abascal,Simone D. Junqueira Barbosa,2007-09-07 This book is part of a two volume work that constitutes the refereed proceedings of the 11th IFIP TC13 International Conference on Human Computer Interaction INTERACT 2007 held in Rio de Janeiro Brazil in September 2007 It covers social computing UI prototyping user centered design methods and techniques intelligent user interfaces accessibility designing for multiples devices affective computing 3D interaction and 3D interfaces as well evaluation methods

Automating Science and Engineering Laboratories with Visual Basic Mark F. Russo,Martin M. Echols,1999-03-31 A Volume in the Wiley Interscience Series on Laboratory Automation The complete step by step guide to using Visual Basic r in a laboratory setting Visual Basic r is fast becoming the de facto laboratory programming language yet existing books typically discuss applications that have nothing to do with science and engineering This primer fills the gap in the field showing professionals seeking to improve the productivity of their laboratories how to use Visual Basic r to automate laboratory processes Automating Science and Engineering Laboratories with Visual Basic r helps laboratory professionals decide when and if to use Visual Basic r and how to combine it with the many computing technologies used in modern laboratories such as RS 232 port communications TCP IP networking and event driven control to name a few With an emphasis on getting readers programming immediately the book provides clear guidelines to the appropriate programming techniques as well as custom developed software tools Readers will learn how to build applications to control laboratory instruments collect and process experimental data create interactive graphical applications and more Boasting many working examples with the complete source code and backward compatibility to previous versions of Visual Basic r Automating Science and Engineering Laboratories with Visual Basic r is an indispensable teaching tool for nonprogrammers and a useful reference for more experienced practitioners **The Database Hacker's Handbook Defending Database** David Litchfield Chris Anley John Heasman Bill Gri, **Beginning SQL Server 2005 Express Database Applications with Visual Basic Express and Visual Web Developer Express** Rick Dobson,2006-11-22 SQL Server 2005 Express is the database component of Microsoft s Express Suite of products It is free of charge inherits many non enterprise features from SQL Server 2005 and comes complete with development and administration tools As such it is an ideal database for developers and administrators to use in prototype evaluation projects It is also a powerful development platform for database applications on nonprofit websites e commerce sites and in small offices and departments Author Rick Dobson provides all of the installation configuration administration and development techniques that you need to build applications quickly He focuses on techniques that are easy to learn and transparent in their real world translations Topics include the SSMS based query tool and T SQL programming and Visual Basic Express and Visual Web Developer both with SSE to build Windows Forms applications and to develop ASP NET web applications **VB.Net Web Developer's Guide** Syngress,2001-09-04 Visual Basic has long been the language of choice when designing Windows based applications and the Web Touted as both the most popular and productive computing language Visual Basic has amassed quite a following of devoted programmers and is a sought after programming skill With the introduction of NET Enterprise Microsoft launch VB NET offering a streamlined simplified version of Visual Basic language With increased power scalability functionality and reliability VB NET is positioned to be the most productive tool in a programmer s toolbox VB NET Developer s Guide is written for previous Visual Basic Programmers looking to harness the power of the new features and functionality incorporated in Visual Basic

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PowerPoint 2007: The Missing Manual E. A. Vander Veer,2006-12-22 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don t know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn t improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you re familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren t for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You ll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them **A Programmer's Introduction to Visual Basic .NET** Craig Utley,2002 Topics in this comprehensive guide include why should users move to Visual Basic NET major VB NET changes building classes and assemblies with VB NET building Windows services with VB NET and upgrading VB6 Projects to VB NET *The Organization and Management of Construction* David Langford,Arkady Retik,2002-09-11 The proceedings of the CIB W65 Symposium on the Organization and Management of Construction conference are presented here and in the companion volumes as state of the art papers documenting research and innovative practice in the field of construction The volumes cover four broad themes business management project management risk management IT development and applications Each volume is organized to provide easy reference so that the practitioner can speedily extract up to date information and knowledge about the global construction industry Managing the Construction Enterprise Volume One Covers the firm and its business environment markets and marketing human resource management strategic planning and quality management Managing the Construction Project Volume Two focuses upon productivity procurement international projects and human issues in relation to management performance of construction organisations Managing Risk Volume Two incorporates discussion of risk away from regulation by government and those safety risks inherent in the construction process Managing Construction Information Volume Three published in conjunction with Construct IT Centre of Excellence incorporates material on information systems and methods application of IT to the design and construction processes and how IT theory and

applications are best transmitted to students and practitioners The work represents a collation of wide ranging ideas and theory about construction and how research has contributed to the development of the industry on a global application of research to the problems of the construction industry **Manual on the Simple Linear Actuarial Model** Hiddo A. Huitzing,Xylee Javier,Rouselle F. Lavado,Ammar Aftab,2020-12-01 This Simple Linear Actuarial Model SLAM manual is the accompanying publication to An Actuarial Model for Costing Universal Health Coverage in Armenia It provides detailed guidelines in using the Microsoft Excel for SLAM As an actuarial model the SLAM calculates and presents the actuarial projections and key financial indicators to support the management of the health insurance programs nationwide and at local levels in assessing the overall costs and financial sustainability of health insurance programs The goal is to have an actuarial model that they could update themselves without frequent intervention of actuarial experts and use for day to day management and assessment of alternative policy configurations of the health insurance schemes LabView Rick Bitter,Taqi Mohiuddin,Matt Nawrocki,2017-12-19 Whether seeking deeper knowledge of LabVIEW s capabilities or striving to build enhanced VIs professionals know they will find everything they need in LabVIEW Advanced Programming Techniques Now accompanied by LabVIEW 2011 this classic second edition focusing on LabVIEW 8 0 delves deeply into the classic features that continue to make LabVIEW one of the most popular and widely used graphical programming environments across the engineering community The authors review the front panel controls the Standard State Machine template drivers the instrument I O assistant error handling functions hyperthreading and Express VIs It covers the introduction of the Shared Variables function in LabVIEW 8 0 and explores the LabVIEW project view The chapter on ActiveX includes discussion of the MicrosoftTM NET framework and new examples of programming in LabVIEW using NET Numerous illustrations and step by step explanations provide hands on guidance Reviewing LabVIEW 8 0 and accompanied by the latest software LabVIEW Advanced Programming Techniques Second Edition remains an indispensable resource to help programmers take their LabVIEW knowledge to the next level Visit the CRC website to download accompanying software Visual Basic 5 Developer's Handbook Evangelos Petroutsos,1998 A high end hardcover programming book for the experienced Visual Basic programmer this title helps developers extend their VB5 skills The book focuses focuses on the most significant advances in Visual Basic 5 0 including hot Internet add ins The CD ROM includes over a dozen custom applications compiled with VB5 s new p code compiler no DLLs required

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