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, accomplish 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, (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.

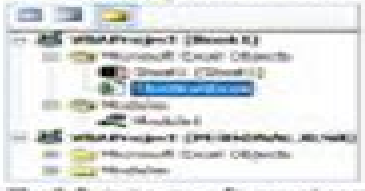
1. Press <ALT-F11> or choose DEVELOPER, VISUAL BASE.
2. Open the left-side Project Explorer pane, if necessary, with VIEW, PROJECT EXPLORER or <Ctrl-R>.

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 PersonalXlsb; Object's name = Worksheet name;



- **Word:** Project name = Document name or Normal; Object's 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 "All 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.bessie.com/fishingwithaccess/VBA**.

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 now" 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 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.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 ISARRAY.

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 the Office application.

Using Code Window Lists

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 its 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 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 – Displays a list of macros in Excel or Word.

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Visual Basic Guide

Serhan Yamacli

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hand wave also known as where in the interest of space part of an example is omitted and the unexplained new concept where a new concept that is integral to the example is introduced without any mention of what it is or how it works Both of these tend to lead to getting stuck Provide practice programs The end of many lessons and sections will contain some exercises that you can attempt to answer on your own along with solutions You can compare your solution against ours to see what we did differently or if you get stuck how we solved the problem Then you can go back and refocus on the areas you need more work on Most importantly have fun Programming can be a lot of fun and if you re not generally having fun you re not in the right mindset to be programming Tired or unhappy programmers make mistakes and debugging code tends to take much longer than writing it correctly in the first place Often you can save yourself some time by going to bed getting a good night s sleep and coming back to a problem in the morning *Visual Basic .Net* Jeff Kent,2002 Learn the basics of Visual Basic NET with this comprehensive guide **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 *Introduction to Visual Basic 2015* Mark Maslach,2017-06-14 This book teaches you how to program in Visual Basic 2015 an object oriented programming language designed by Microsoft It is written for people without much experience in the world of programming You will learn the basics of programming in Visual Basic 2015 what a variable is how to perform arithmetic operations the if statement for loops how to capture user input how to develop GUI applications in Visual Basic connect application to a database and much more The topics covered in this book are what Visual Basic is and its basic concepts installing and using Visual Studio to write your code using UI controls controlling the program flow manipulating string working with files error management functions and subs connecting VB programs to databases programming network applications Microsoft Visual Basic ,1993 Programming the Web with Visual Basic .NET Constance Petersen,Lynn Torkelson,2002-07-16 Programming the Web with Visual Basic NET is a comprehensive guide to building web applications and services using Visual Basic NET It is written especially for experienced Visual Basic programmers who use Visual Studio NET for their development work even those who have never written a web application before Because the NET Framework simply blows away the archaic tools previously available to web programmers the authors predict that many Visual Basic programmers who successfully avoided Web programming in the past will now bring their expertise to the Web However even experienced web programmers will greatly benefit from the authors thorough coverage of the ASP NET namespaces and their clear coverage of the ADO NET classes most important to Web applications that use relational databases for data storage All developers will benefit from the authors extensive practical advice based on their unique professional backgrounds about how to produce create high quality code and how to create professional usable websites After reading Programming the Web with Visual Basic NET you ll understand how to build and deploy top quality professionally designed

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