

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 > 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.

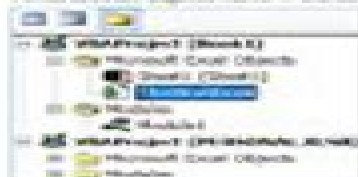
1. Press <Alt>F11 or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT EXPLORER** or <Ctrl>R.

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 <Normal.xls>, Objects name = <Worksheet name>



- **Word**: Project name = <Document name> or <Normal.doc>, Objects name = <TheDocument>.
- **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 **PRIVATE** 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> <Enter> (without word) 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 <http://www.it-ebooks.info/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 ("*.xls", "*.docx", "*.pptx") cannot contain macros. Rename in those programs.

1. Choose **FILE > SAVE** or press <Ctrl>S.
2. If a "message box" warning message pops up, [Click] NO.
3. Change **SAVE AS 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** 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 **Tab Form BeforeClose**. Insert the <Enter> key, 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 Microsoft Complete Reference Manual

Judd E. Hollander



Visual Basic Microsoft Complete Reference Manual:

The Complete Reference to Professional Soa with Visual Studio 2005 (C# & VB 2005) .Net 3.0 Tom Gao,2007-09
The Complete Reference to Professional SOA with Visual Studio 2005 C VB 2005 focuses on architecting and constructing enterprise level systems Taking advantage of the newly released Visual Studio 2005 development environment the book assesses the current service oriented platform and examines new ways to develop for scalability availability and security which have become available with NET 2 0 You ll get to look closely at application infrastructure in terms of flexibility interoperability and integration as well as the decisions that have to be made to achieve optimum balance within your architecture

Visual Basic Programmer's Guide to the .NET Framework Class Library Lars Powers,Mike Snell,2002
The definitive reference every VB NET developer needs to understand the capabilities of NET namespaces and increase productivity inside the NET framework

The XML Schema Complete Reference Cliff Binstock,2003 This reference provides detailed examples of every XML schema component its corresponding schema document element and all of the associated attributes The mapping of an XML schema to a relational SQL schema is covered with examples written for Oracle9i The final chapter is a case study of a campus resource and scheduling system that uses SQL 2000 the NET framework XDR schemas IIS and Visual Basic Annotation copyrighted by Book News Inc Portland OR

[The Guru's Guide to Transact-SQL](#) Ken Henderson,2000 A book CD ROM guide to mastering Microsoft Transact SQL and developing the best possible code Some 600 code examples not only illustrate important concepts and best practices but also provide working Transact SQL code that can be incorporated into real world DBMS applications Begins by explaining language fundamentals such as database and table creation then moves on to advanced topics such as OLE automation The CD ROM contains a set of code examples from the book plus a SQL programming environment Henderson is a nationally recognized consultant and leading DBMS practitioner Annotation copyrighted by Book News Inc Portland OR

[Visual Basic 2005](#) Ronald Petrussha,2006 With millions of users Visual Basic has the largest installed base of any programming language This comprehensive resource covers the core language including grammar operators value types classes interfaces data structures and collections GUI components debugging and more as it shows how to rapidly build robust applications for Windows and the Web

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 Quickstart Guide Aspen Olmsted,2023-10-20 Master software development with Visual Basic from core concepts to real world applications with this comprehensive guide Key Features Acquire a solid understanding of object oriented programming OOP principles such as inheritance and polymorphism Develop expertise in maintaining legacy code with increased efficiency Learn to read write and differentiate between VB Script VBA VB Classic and VB NET Code Purchase of the print or Kindle book includes a free PDF eBook Book DescriptionWhether you re an

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ADO ActiveX Data Objects Jason T. Roff,2001 The architecture of ADO ActiveX Data Objects Microsoft s newest form of database communication is simple concise and efficient This indispensable reference takes a comprehensive look at every object collection method and property of ADO for developers who want to get a leg up on this technology

Excel as Your Database Paul Cornell,2007-04-01 This book shows beginning users how to manage their data using one of the world s most popular programs Excel without investing time and money in complex databases such as Access We ve written and organized the book for readers who know something about Excel but nothing about databases We provide quick start solutions step by step exercises try it out sections troubleshooting and best practices solutions

A Hand Book on Visual Basic Language Sangita Sardana,2010-12

Chemometrics in Environmental Chemistry - Statistical Methods Jürgen Einax,2013-04-17 Pattern recognition and other chemometrical techniques are important tools in interpreting environmental data This volume presents authoritatively state of the art procedures for measuring and handling environmental data The chapters are written by leading experts

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