

# 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.

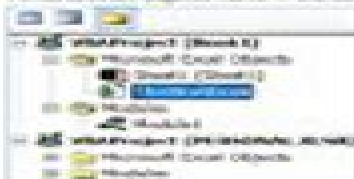
1. Press <Alt>F11 or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl>R.

## 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 <subroutine 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> or <Workbook\_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://msdn.it-ebooks.info/en-us/library/aa702954/vb50.ch014.mspx](#)

## 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. Restricting in these programs:

1. Choose **FILE > SAVE** or press <Ctrl>S.
2. If a "macro free" warning message pops up, [Click] NO.
3. Change FILE FORMAT to MICROSOFT EXCEL 97-2003 (\*.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 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.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 <Form\_BeforeClose>. Insert the <Enter> key's event trigger's event 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 > 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 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 Quick Reference Guide

**Beezix Software Services**

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## **Vba Quick Reference Guide:**

**VBA for Dummies Quick Reference** Paul Litwin,1997 This quick reference gives tips and techniques that can be applied to VBA programming for any application Non programmers also will be able to use VBA with Microsoft Office and many other VBA licensed software packages *Visual Basic for Applications (VBA) 2013 Quick Reference Guide* Beezix Software Services,2014-07-09 Four page 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 2013 user The following topics are covered Getting Started Showing the Developer Tab Setting Macro Security Opening a Code Window Deleting a Code Window Saving Code Project Explorer Names Code Name Rules VBA Editor tips Password Protect Code Navigating Code Window Lists Object List Items and Procedure List Items Organizing Code Variables and Constants for Efficiency Good Practices with Variables Sophistication with VBA Functions Useful VBA Function Categories Decision Power with IF and SELECT Troubleshooting Constructing a Code Statement Simple Code Variables Code Decisions Eliminating Repeats Interacting with Users *The Unofficial Guide to Microsoft Office Excel 2007* Julia Kelly,Curt Simmons,2008-03-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and increase your output Sidebars tables and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out Inside Scoops for practical insights from the author It s like having your own expert at your side **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     **Quick Reference Guide for PowerPoint 97** DDC Publishing,Chris Katsaropoulos,1997     **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     *Transact-SQL Programming* Kevin Kline, Lee Gould, Andrew Zanevsky, 1999 Provides detailed information about Transact SQL programming and shows specific differences between the Microsoft and Sybase versions of the language     **COM+ Programming with Visual Basic** Jose Mojica, 2001 Developing COM servers with COM COM and NET     **Windows 98 in a Nutshell** Tim O'Reilly, Troy Mott, Walter J. Glenn, 1999 In a concise and clear format O'Reilly and Mott deliver all the pertinent information that Windows 98 users will need to know The readers get both the nitty gritty details and the bigger context as they learn about the Active Desktop file management and basic communication features

**Quick Reference Guide for Excel 7 Windows 95** Karl Schwartz, 1995-09     **PC Recording Studios For Dummies** Jeff Strong, 2011-05-09 Here s how to make sound decisions about a desktop studio Get the lowdown on equipment design your studio space and set your music free If you ve been dreaming of making music with your computer wake up and get started Musician Jeff Strong clears a path for you through all the confusing options helping you sort out hardware and software choices coax the sound you want from your equipment work with equalizers and processors and start your creative juices flowing Discover how to Choose the right system and install software Optimize studio sound for recording and mixing Understand audio interfaces sound cards and MIDI gear Compare popular programs Mix and master your tracks     *Yoga with Weights For Dummies* Sherri Baptiste, 2011-04-20 An easy to follow guide to a hot new form of yoga Yoga with Weights is the latest breakthrough in mind body exercise integrating the mindfulness of yoga with the physical culture of body building Building on the strengths of both disciplines this friendly guide shows readers how to safely combine yoga postures while simultaneously working out with lightweight hand held free weights It features customizable exercises that target specific areas of the body each illustrated with multiple photos and provides guidelines for combining healthy eating with workouts Sherri Baptiste Marin County CA is the founder of Baptiste Power of Yoga a nationally recognized method of yoga offered throughout the United States She teaches yoga classes throughout the United States and hosts retreats around the

world     *Managing Debt For Dummies* John Ventura, Mary Reed, 2011-04-18 If you're trying to kick the Buy Now Pay Later habit and get your spiraling debt under control you need *Managing Debt For Dummies* now This practical commonsense guide provides straightforward strategies for coping with every kind of secured and unsecured debt including personal loans car loans mortgages home equity loans lines of credit credit cards finance company loans and student loans You'll find out how easy it is to Distinguish between good and bad debt Go on a debt diet to get back into financial shape Start a filing system to track debt and protect life after debt Adopt a smart spending regimen Increase your income Consolidate your debt Decide which bills to pay when you can't pay them all Use credit cards responsibly You can still live well while slashing spending on groceries clothing and entertainment Find out how in *Managing Debt for Dummies*     *Menopause For Dummies* Marcia L. Jones, Theresa Eichenwald, Nancy W. Hall, 2011-04-18 A comprehensive and practical guide for women of all ages to gain a clear view of the physical mental and emotional changes related to menopause Although menopause is a natural and inevitable stage in every woman's life its physical mental and emotional manifestations can vary greatly from one person to the next Add the conflicting expert information about the benefits risks and side effects to which women are exposed on a daily basis and it's easy to see many women find it difficult to make informed choices about how to deal with their menopausal symptoms Authored by a team of acknowledged experts in treating menopausal symptoms *Menopause For Dummies* provides you with all the information you need to stay in control every step of the way In plain English it explains the role menopause plays in a variety of common health problems such as osteoporosis stroke and heart disease It walks you through proven measures for minimizing your risk of developing complications including diet and exercise stress management hormone replacement and other techniques And this no nonsense guide gives you authoritative up to the minute coverage of How to identify pre menopause perimenopause and what it means The stages of menopause How menopause can affect your body emotions and libido The latest facts about hormone replacement therapy The pros and cons of various alternative treatments The best ways of handling hot flashes Easing symptoms with diet and exercise Preventing bone loss Helpful lifestyle changes This book has four top ten lists to provide even more ways of navigating the changes you'll experience throughout menopause exposing common myths about menopause giving you the scoop on medical tests you might need kicking around ideas to kick start or rejuvenate your exercise routine and tempting you with fabulous healthy foods because eating healthy doesn't have to be boring Additionally the book has a glossary and a list of resources to find more information about menopause hormones and related conditions With *Menopause For Dummies* in your corner you'll have a kinder gentler change of life     ***Stretching For Dummies*** LaReine Chabut, 2011-02-25 A highly practical guide to achieving great results with stretching Did you long ago learn to fear and dread stretching because of overbearing P.E. teachers who forced you to touch your toes It doesn't have to be that way anymore Stretching is a powerful tool that can bring you new ease of movement an increase in your physical capabilities and deep composure that requires you to do

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AD / HD For Dummies Jeff Strong, Carol MacHendrie, 2011-04-22 Sound advice for parents whose kids have trouble concentrating According to the National Institutes of Health an estimated five to ten percent of children suffer from Attention Deficit Disorder ADD or Attention Deficit Hyperactivity Disorder ADHD This book provides answers for parents of children who may have either condition as well as for adult sufferers Written in a friendly easy to understand style it helps people recognize and understand ADD and ADHD symptoms and offers an authoritative

balanced overview of both drug and non drug therapies

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*Baby Massage For Dummies* Joanne Bagshaw,Ilene Fox,2011-05-04 Explains massage for preemies newborns and toddlers Soothe your baby and promote well being the all natural way Curious about baby massage Featuring illustrations and step by step instructions this friendly guide makes it easy to use techniques that can reduce your baby s stress ease the discomfort of colic constipation and teething and create a strong attachment between the two of you You ll also find suggestions for making massage part of your everyday routine Discover how to Ease common ailments Enhance your bond with your baby Stimulate growth and development Comfort a fussy baby Massage babies with special needs

**Commodities For Dummies** Amine Bouchentouf,2011-03-01 Since 2002 commodities have outperformed every other asset class including stocks mutual funds and real estate If you re itching to get in on the fun and profit *Commodities For Dummies* is the resource you need to find out how to break into the commodities market and understand how to trade and prosper You ll discover How commodities stack up against other investment vehicles How to identify manage and overcome risk The pros and cons of futures equities ETFs and mutual funds Specific techniques for analyzing and trading in commodities Powerful profits in energy crude oil natural gas coal nuclear and

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