

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.

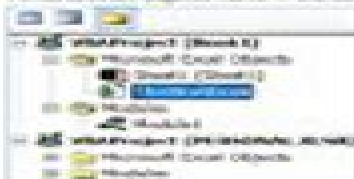
1. Press <Alt-F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl-R>.

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 <document> <open>) 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://msdn.microsoft.com/en-us/library/ms345312.aspx](#).

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. Restrict use in those programs.

1. Choose **FILE > SAVE** or press <Ctrl-S>.
2. If a "macro free" 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 > MACROS 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
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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.

Visual Basic Guide

Richard Mansfield



Visual Basic Guide:

Karl Moore's Visual Basic .NET Karl Moore, 2002-04-20 Most programming books are about as exciting as Bill Gates left ear But with this latest eye opening release technology author Karl Moore shows it doesn't have to be quite so dull and uninspiring Split into eight dynamic parts Karl Moore's Visual Basic .NET covers every key area of real life computer development and promises to turn even newbie programmers into VB .NET wizards quicker than anyone else It's a perfect tutorial guide for those learning VB .NET from scratch or moving from VB6 Karl Moore's Visual Basic .NET The Tutorials consists of a number of key tutorials each dealing with a specific real life area of programming The tutorials are broken down into easily digestible 10 page installments with an accompanying FAQ and review sheet at the close Numerous top tips are also distributed throughout the texts to aid understanding [Learn Visual Basic](#) Philip Conrod, 2017-05-29 LEARN VISUAL BASIC is a comprehensive step by step programming tutorial covering object oriented programming the Visual Basic integrated development environment building and distributing Windows applications using the Windows Installer exception handling sequential file access graphics multimedia advanced topics such as web access printing and HTML help system authoring The tutorial also introduces database applications using ADO .NET and web applications using ASP .NET This curriculum has been used in college and universities for over two decades It is also used as a college prep advanced placement course for high school students The focus of LEARN VISUAL BASIC is to use the objects and capabilities of Visual Basic to build a wide variety of useful desktop applications Students will also develop their own objects Some of the applications built include Stopwatch Calendar Display Loan Repayment Calculator Flash Card Math Game Database Input Screen Statistics Calculator Tic Tac Toe Game Capital City Quiz Information Tracker with plotting Blackjack Line Bar and Pie charts a version of the first video game ever Pong and a Telephone Directory LEARN VISUAL BASIC is presented using a combination of over 850 pages of self study notes and over 100 Visual Basic practical examples and applications To grasp the concepts presented in LEARN VISUAL BASIC you should possess a working knowledge of Windows and have had some exposure to programming concepts Our Beginning Visual Basic course would provide you with this exposure LEARN VISUAL BASIC requires a Microsoft Windows operating system This tutorial also requires the free Community Edition or Professional Edition of Microsoft Visual Studio The Visual Basic source code solutions and all needed multimedia files are included in the compressed download file available from the Publisher's website KidwareSoftware.com after book registration [The Complete Idiot's Guide to Visual Basic.NET](#) Clayton Walnum, 2002 Yours're no idiot of course You know no programming language is easy but yours've heard Visual Basic .NET is friendlier than others Still just the thought of tangling with all those strings of code makes you feel computer illiterate Now yours'll be fluent in no time The Complete Idiot'ss Guidereg to Visual Basic .NET explains all the essential concepts in a series of easy to understand lessons In this Complete Idiot'ss Guidereg you get Step by step instructions for creating a simple Windowsreg application Complete information on new I class libraries of

Visual Basic NET A comprehensive list of the controls available in Visual Basic NET Foolproof information on object oriented programming and how it's implemented using Visual Basic NET *Beginner's Guide to Visual Basic . NET Programming* Serhan Yamacli, 2019-09-21 The author assumes you have no experience in programming The book starts with the installation of the required programming environment Then the simplest Hello World program is developed step by step In the next three chapters Chapters 4 to 6 Windows forms the visual part of desktop programs and their components are studied with practical examples Screenshots and code snippets are clearly given in the book to guide the reader After teaching the graphical user interface GUI design VB NET programming is covered in an organized manner in the following eight chapters Chapters 7 to 14 with dozens of example projects As the reader follows the development of the sample projects he she will learn designing user interfaces connecting interface objects to code developing efficient VB NET code and generating standalone programs Connecting to Access databases from our VB NET programs for permanent data storage is explained in Chapter 15 In the last Chapter a simple car racing game is developed in VB NET Chapters of the book and the contents of these chapters are as follows Chapter 1 Introduction General info on Visual Basic and NET environment Chapter 2 Setting up your development environment Installing and configuring Visual Studio Chapter 3 Test drive the Hello World project Creating a new Visual VB NET project adding and positioning a Label and building the project Chapter 4 Form GUI elements Containers menus dialog windows components controls properties and events of controls Chapter 5 Common controls Using common controls like Buttons TextBoxes and ProgressBars in our projects a total of 21 commonly used controls are studied Chapter 6 Menus dialogs and containers Utilizing various menu types using dialog windows to take user input file open save operations and incorporating containers to organize the form layout Chapter 7 Variables and constants Organized VB NET programming begins in this chapter Declaring variables variable types type conversions and constants Chapter 8 Conditional statements Operators various types of if else structures and select case statements Chapter 9 Loops The need for loops in our programs Utilization of for foreach while and do while loops Break and continue statements Chapter 10 Arrays and collections Declaring arrays using multidimensional arrays and array operations Hashtable and ArrayList structures for storing multiple types of variables together Chapter 11 Methods Method declarations scopes of methods passing variables by value and by reference Chapter 12 Classes and objects The class object concept Declaring and using classes Creating objects Utilizing several constructor methods for flexibility Chapter 13 Frequently used classes in VB NET Utilizing the methods of the String class the StringBuilder class and the Math class Chapter 14 Handling Errors Preventing our programs from crashes in case of errors Try catch try catch finally structures and the throw keyword Chapter 15 Database connections using ADO NET Creating Access databases from scratch reading and modifying database entries from our VB NET programs Chapter 16 Developing a simple 2D car racing game in Unity using VB NET Exporting the game as a standalone program This book includes more than 500 figures and 300 code snippets that are used to explain VB NET programming and GUI development

concepts clearly Full resolution colour figures and complete project files can be downloaded from the book's companion website www.yamaclis.com/vbnet

Programming VB .NET Jonathan Morrison, Gary Cornell, 2008-01-01 In *Programming VB .NET A Guide for Experienced Programmers* authors Gary Cornell and Jonathan Morrison carefully explain the exciting features of Visual Basic .NET Since VB .NET is for all practical purposes a whole new language even for the most experienced Visual Basic programmers developers need to think differently about many familiar topics Cornell and Morrison are there to help you with careful discussions of each topic Cornell and Morrison write from the point of view of the experienced programmer with constant references to the changes from earlier versions of VB Developers learn how to use VB .NET for database programming through ADO .NET and web programming through ASP .NET After reading *Programming VB .NET A Guide for Experienced Programmers* developers will have a firm grasp of the exciting VB .NET language and its uses in creating powerful .NET applications

Advanced Visual Basic Mark S. Burgess, 1994 Now programmers can learn how to take full advantage of Visual Basic This book covers the latest version of Visual Basic and includes techniques for using Visual Basic and its tools applications design and advanced techniques The accompanying disk includes programs that illustrate how to develop applications using both Visual Basic and Windows

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

[Learn Visual Basic 2019 Edition](#) Philip Conrod, Lou Tylee, 2019-08 LEARN VISUAL BASIC is a comprehensive step by step programming tutorial covering object oriented programming the Visual Basic integrated development environment building and distributing Windows applications using the Windows Installer exception handling sequential file access graphics multimedia advanced topics such as web access printing and HTML help system authoring The tutorial also introduces database applications using ADO .NET and web applications using ASP .NET This curriculum has been used in college and universities for over two decades It is also used as a college prep advanced placement course for high school students The focus of LEARN VISUAL BASIC is to use the objects and capabilities of Visual Basic to build a wide variety of useful desktop applications Students will also develop their own objects Some of the applications built include Stopwatch Calendar Display Loan Repayment Calculator Flash Card Math Game Database Input Screen Statistics Calculator Tic Tac Toe Game Capital City Quiz Information Tracker with plotting Blackjack Line Bar and Pie charts a version of the first video game ever Pong and a Telephone Directory LEARN VISUAL BASIC is presented using a combination of over 900 pages of self study notes and over 100 Visual Basic practical examples and applications To grasp the concepts presented in LEARN VISUAL BASIC you should possess a working knowledge of Windows and have had some exposure to programming concepts Our Beginning Visual Basic course would provide you with this exposure LEARN VISUAL BASIC requires a Microsoft Windows operating system This tutorial also requires the free Community Edition or Professional Edition of Microsoft Visual Studio 2019 The Visual Basic source code

solutions and all needed multimedia files are included in the compressed download file available from the Publisher s website KidwareSoftware.com after book registration

Beginning VB.NET Richard Blair,Jonathan Crossland,Matthew Reynolds,Thearon Willis,2004-08-18 What is this book about Visual Basic NET is the latest version of the most widely used programming language in the world popular with professional developers and complete beginners alike This book will teach you Visual Basic NET from first principles You ll quickly and easily learn how to write Visual Basic NET code and create attractive windows and forms for the users of your applications To get you started on the road to professional development you ll also learn about object oriented programming creating your own controls working with databases creating menus and working with graphics This second edition has been thoroughly tested on the full release version of NET The book is written in the proven Wrox beginning style with clear explanations and plenty of code samples Every new concept is explained thoroughly with Try It Out examples and there are end of chapter questions to test yourself What does this book cover In this book you will learn how to Install Visual Basic NET Write Visual Basic NET code Understand what the NET Framework is and why it s important Control the flow through your application with loops and branching structures Create useful windows and screens Create your own menus Gain a complete understanding of object oriented programming Work with graphics Create your own controls Access databases with ADO NET Create applications for the Web Who is this book for This book is aimed at readers who wish to learn to program using Visual Basic NET It assumes you have no prior experience of programming but moves at a fast enough pace to be interesting if you have programmed in another language

Visual Basic Emma William,2021-05-10 The goals of this book Cover programming topics as well as Visual Basic Traditional textbooks do a pretty good job of teaching the basics of a given programming language but they often do not cover relevant programming topics that are incidental to the language For example books will omit sections on programming style common pitfalls debugging good bad programming practices and testing Consequently by the time you finish the book you may understand how to program in a language but you might also have picked up bad habits that will come back to bite you later One of the goals of these tutorials is to make sure that all of these incidental topics are covered along the way in the sections where it naturally makes sense to discuss them When you finish you will not only know how to program in Visual Basic you will know how NOT to program in Visual Basic which is arguably as important Provide a lot of examples Most people learn as much or more from following the examples as they do from reading the text These tutorials will endeavor to provide plenty of clear concise examples to show how to apply the concepts you are learning We will also avoid as much as possible the twin evils the magic 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 Programmer's Guide to Web Development
William Martiner,1997-08-15 The latest version of the popular programming tool allows programmers to bring Visual Basic to the Web With the new release of Microsoft Web development tools including Visual Basic 5 0 programmers can leverage their existing skills as they bring the advantages of Visual Basic to their Web sites This book is a guide for experienced Visual Basic programmers who are both new and experienced with the Internet to developing Web applications with Microsoft s new suite of tools Web Site provides actively maintained software demos and sourcecode contained in the book

Visual Basic for DOS D. F. Scott,1993 Visual Basic for DOS Developer s Guide will help programmers get the full power and maximum productivity from this programming package It covers advanced topics such as creating custom controls porting from Windows to DOS drawing the Graphical User Interface designing windows and dialog boxes handling mouse events and much more

The Complete Guide to Visual Basic 5 Steve Brown,1997-04-30 This book is designed to make the reader quickly become proficient in Visual Basic programming language It presents the reader with the most important skills required to program a fully functional application and is divided into skills that each teach the reader a specific aspect of Visual Basic application development

Visual Basic .NET Unleashed: The Comprehensive Guide to Master VB .NET Pasquale De Marco,2025-07-12 Visual Basic NET Unleashed The Comprehensive Guide to Master VB NET is the ultimate resource for anyone seeking to master the art of VB NET programming This comprehensive guidebook meticulously crafted for an American audience provides a thorough and accessible introduction to the fundamentals of VB NET guiding you through the intricacies of object oriented programming and empowering you to create robust and sophisticated applications With Visual Basic NET Unleashed you ll embark on a transformative learning journey gaining a deep understanding of core programming concepts including data types variables control structures and object oriented principles Explore the vast capabilities of the NET Framework unlocking the power of data access user interface design web development and more Delve into the realm of Windows Forms programming mastering the art of creating captivating and functional user interfaces Conquer the complexities of data access with ADO NET enabling you to seamlessly interact with relational databases Discover the versatility of ASP NET empowering you to develop dynamic and interactive web applications Unleash the full potential of VB NET by exploring advanced programming techniques such as multithreading asynchronous programming and custom control development Enhance your applications with multimedia and graphics bringing your creations to life With Visual Basic NET Unleashed you ll unlock the limitless possibilities of VB NET programming gaining the skills and knowledge necessary to

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Visual Basic .NET All-In-One Desk Reference For Dummies Richard Mansfield,2003-03-21 Visual Basic NET made clear Covers all aspects of VB NET programming in seven self contained minibooks Visual Basic NET Programming Fundamentals Advanced Visual Basic NET Programming The NET Editor Object Oriented Programming Programming for the Web Database Programming and Graphics and Games Visual Basic is the primary tool of more than fifty percent of all professional developers so the upgrade to VB NET represents a major paradigm shift this handy all in one guide gives them easy access to valuable information Guides the reader through getting integrated with the rest of Visual Studio NET covers programmatic encryption and other NET security capabilities and shows how to program for Web services with VB NET and ASP NET Companion Web site includes a must have bonus appendix that provides parallel VB 6 and VB NET sample code to help VB programmers make the somewhat difficult transition to NET **Compact Guide to Visual Basic 4** William H.

Murray, Chris H. Pappas, 1996 If you are a first time programmer of Visual Basic 4 or are responsible for training large numbers of personnel on Microsoft's latest version of Visual Basic you've found just what you need The Compact Guide to Visual Basic 4 offers unparalleled flexibility If you want to learn Visual Basic 4 fast and with minimal effort simply use the CD training If you want to look something up learn more detail or are away from your computer use the book Best of all you can keep it on your shelf or create a lending library Unlike an expensive training course it can be used over and over Both parts of the package offer absolutely first rate quality of presentation and instruction The CD is interactive and simple to use Your instructor Reed Jacobson teaches you the basics of Visual Basic 4 that a typical programmer needs to know You can sit and watch the CD or you can use the menu system to go to specific topics You can also fast forward and reverse The programming code for the book is in a separate directory on the CD For more on the CD see the Appendix *Visual Basic Developer's Guide to COM and COM+* Wayne S. Freeze, 2000 Freeze offers coverage of the new COM standard COM which will be an integral part of Windows 2000 He includes full coverage of working with MTS Microsoft Transaction Server and MSMQ Microsoft Message Queue both underpublished topics

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