5 steps for creating a macro

1. Know what you want
2. Know how to do it without a macro
3. Record or write a macro
4. Test the macro and clean up the code
5. Share with others

How to record a macro

1. Choose **Developer | Record Macro**
   - Record Macro
2. Enter a macro name. No space allowed
3. Optional Specify a keyboard shortcut, macro location, and/or description
4. Click **OK**
5. Perform the actions
6. Choose **Developer | Stop Recording**
   - Stop Recording

VBA terms

Object	Noun	Statement	Sentence
Property	Adjective	Procedure	Paragraph
Method	Verb	Module	Chapter
Argument	Adverb	Project	Book

VBA code colors

Black	Regular code
Blue	Keywords
Green	Comments
Red	Errors

Variable data types

bln	Boolean	TRUE (1) or FALSE (0)
byt	Byte	0 and 255
int	Integer	-32,768 and 32,767
lng	Long	-2,147,483,648 and 2,147,483,647
sng	Single	Up to 7 decimal places
dbl	Double	Up to 15 decimal places
cur	Currency	Money – up to 4 decimal places
dtm	Date / Time	1/1/0100 to 12/31/9999 00:00:00 and 23:59:59
str	String	Text up to 2 billion characters
wkb	Workbook	A workbook
wks	Worksheet	A worksheet
rng	Range	One or more cells

Declare variables

Dim	Procedure variable
Static	Procedure variable that retains value
Private	Module variable
Public	Globally used variable

Declare procedures

Private Function	Function can only be called by other procedures in the same module
Public Function	Function can be called by the user and any procedure
Private Sub	Sub procedure can only be called by other procedures in the same module
Public Sub	Sub procedure / macro can be called by the user or Excel and any procedure

Decision Structures

```
If Condition1 Then
    statement(s)
ElseIf Condition2 Then
    statement(s)
Else
    statement(s)
End If
```

```
Select Case Variable
    Case expression1
        statement(s)
    Case expression2
        statement(s)
    Case else
        statement(s)
End Select
```

Loop Structures

```
For counter = Start to Stop Step Increment
    Statement(s)
Next counter
```

```
For Each object variable in collection
    Statement(s)
Next
```

```
Do While | Until condition
    Statement(s)
Loop
```

```
Do
    Statement(s)
Loop While | Until condition
```

Vba Quick Reference Card

Jin-Ying Zhang

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