

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 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.

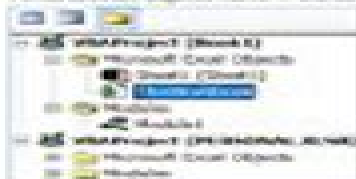
1. Press <ALT-F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl-R>.

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 **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 <On> <Open> <Sub> <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> 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://www.it-ebooks.info/article/Access-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. Restrict use in these 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 > 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.VBS** 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 <Sub Form1_BeforeClose>. Insert the <OnOpen> 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 > 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

Geetesh Bajaj



Vba Quick Reference Guide:

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

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

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

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

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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

Hot Line Farm Equipment Guide Quick Reference Guide, 2001

Quick Reference Guide for PowerPoint 97 DDC Publishing, Chris Katsaropoulos, 1997

Microsoft Excel 2013 Advanced and Macros Quick Reference Guide Beezix Software Services, 2014-01-20 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2013 This guide is suitable as a training handout or as an easy to use reference guide for any type of user The following topics are covered Organizing with Grouping Hiding Columns Rows or Sheets Consolidating Data Freezing or Splitting Rows Columns Using the Selection Pane Conditional Formatting Goal Seek Scenarios Converting Text to Data Intercepting Entry Errors With Data Validation Preventing Changes Protecting Data Quick Analysis Macros Recording Workbook Actions Running a Macro Executing Macros Automatically Saving a Macro Showing the Developer Tab Setting Macro Security Assigning to a Worksheet Button Assigning to the Quick Access Toolbar Editing a Macro Visual Basic for Applications Debugging VBA Code Documenting VBA Code VBA Examples to Enhance Productivity Subroutines Function Macros Macro Name Rules

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

Microsoft Excel 2019 Programming Pocket Primer Julitta Korol, 2019-05-22 As part of the best selling Pocket Primer series this book was designed for someone like you who needs to master Excel programming fundamentals without spending too much time All you need is a short book to get you started It will show you only the things you need to know to feel at home with VBA What you learn in this book on Excel programming will also apply to say Access programming The book is divided into nine chapters that progressively introduce you to programming Microsoft Excel 2019 Features Includes a companion disc with all of the Hands On files needed to complete the chapter projects and all the images from the text Introduces you to programming Microsoft Excel 2019

Exchange-Traded Funds For Dummies Russell Wild, 2011-03-01 It seems like every week Wall Street comes up with some new exotic investment idea that puts your money at risk Thankfully exchange traded funds ETFs are less

volatile than individual stocks cheaper than most mutual funds and subject to minimal taxation But how do you use this wonderful product to diversify your investments in today's fast growing and ever changing market Exchange Traded Funds For Dummies shows you in plain English how to weigh your options and pick the exchange traded fund that's right for you It tells you everything you need to know about building a lean mean portfolio and optimizing your profits This hands on guide will give you the power to use ETFs to Create the stock equity side of your portfolio Handle risk control diversification and modern portfolio theory Manage small large sector and international investments Add bonds REITs and other ETFs Invest smartly in precious metals Work non ETFs into your investment mix Revamp your portfolio to fit life changes Fund your retirement years In addition this book covers commonly asked questions about ETFs and mistakes that many investors even the experienced ones make It provides forecasts of the future for ETFs and personal spending and also provides a complete list of ETFs and Web resources to assist your investment With Exchange Traded Funds For Dummies you'll soon discover what makes ETFs the hottest investment on the market

Ajax For Dummies Steve Holzner, 2006-03-06 Ajax is short for Asynchronous JavaScript CSS DOM XMLHttpRequest Even if you weren't intimidated before that tidbit is probably enough to make you reach for the Excedrin Just reach for Ajax For Dummies instead With screen shots actual code and explanations and live Web sites where you can see Ajax applications doing their thing it will have you using Ajax to create Web applications that look and act like desktop applications in no time With Ajax you can speed up and clean up your Web applications Shoppers at your online store can fill their carts without waiting for multiple page refreshes Searchers on your sites can get instant results on the same page This guide takes you on a tour of how Ajax is used today complete with examples of Ajax applications in action such as an Ajax enabled Yahoo search or an Ajax based chat application Then it gives you basics on using JavaScript After that you dive in and get info on Writing some Ajax interactive mouseovers using Ajax passing data to the server with GET or POST and more Connecting to Google for a live search Using free Ajax frameworks so you don't have to start from scratch including Ajax Gold written specifically for this book AJAXLib and grabbing XML with libXmlRequest All kinds of Ajax techniques such as using Ajax for drag and drop operations pop up menus downloading images behind the scenes and more Using SACK simple AJAX code kit decoding XML with Sarissa and creating visual effects with Rico Handling XML in Ajax Applications Working with cascading style sheets CCS in Ajax including setting up the styles displaying a menu styling text handling colors and backgrounds and more Working with Ajax and PHP Complete with a companion Web site free Ajax frameworks and sample code you can use Ajax for Dummies is your friendly guide to creating truly user friendly Web sites Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Investing For Dummies Eric Tyson, 2011-03-03 Do you have a few investments that you would like to develop into a full investment plan Would you like to know how to strengthen your portfolio Perhaps you want to roll your 401 k into a new plan Whatever your agenda is nowadays it's hard to find good advice on where to invest your money Now you'll have the ultimate

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Stock Investing For Dummies Paul Mladjenovic, 2005-12-13 Stock Investing For Dummies 2nd Edition covers all the proven tactics and strategies for picking the right stocks Packed with savvy tips on today s best investment opportunities this book provides a down to earth straightforward approach to making money on the market without the fancy lingo Soon you ll have the power to optimize your returns by Recognizing and minimizing the risks Gathering information about potential stocks Dissecting annual reports and other company documents Analyzing the growth and demand of industries Playing with the politicians Approaching uncertain markets Using corporate stock buybacks to boost earnings Handling the IRS and other obligations With a different strategy for every investor from recent college grad to married with children to recently retired this valuable reference is a must have It also features tips and tricks on how to tell when a stock is on the verge of declining or increasing how to protect yourself from fraud and common challenges that every investor must go through along with resources and financial ratios

Credit Repair Kit For Dummies Stephen R. Bucci, 2005-11-14 Don t let your credit suffer needlessly from errors or outdated information With tools and tips for fixing a bad credit report A bad credit report can hurt your chances at qualifying for loans and credit cards and it can even get in the way when you want to rent an apartment or land a job Credit Repair Kit For Dummies is your essential guide to managing your credit from fixing mistakes on your credit report to improving your credit going forward to establishing manageable payment plans with creditors Discover how to Protect yourself from identity theft Improve your credit score Assert your rights under the FACT Act Maintain great credit Investigate your legal options

SUSE Linux 10 For Dummies Naba Barkakati, 2005-12-13 Install SUSE Linux and take advantage of cool new tools Use OpenOffice org go online with Firefox set up a wireless LAN and more SUSE Linux is gaining popularity everywhere and you ll soon see why This friendly guide will help you install and configure the newest version then help you work with digital media build a network get acquainted with Firefox the super secure browser that has everybody excited explore Skype and Linphone Internet phone services and much more Discover how to Set up an Ethernet LAN with wireless access Use the OpenOffice org productivity suite Read newsgroups and use instant messaging Play music and burn CDs Secure your SUSE system

Bookkeeping For Dummies

Lita Epstein,2005-11-28 This straightforward no nonsense guide shows you the basics of bookkeeping from recording transactions to producing balance sheets and year end reports

Living Gluten-Free For Dummies Danna Korn,2011-03-31 Includes 65 delicious gluten free recipes plus tips on eating out Find out how easy and tasty it can be to go gluten free If you have a wheat allergy gluten intolerance celiac disease or you just want to enjoy the benefits of a diet free of wheat barley and rye then this guide is for you Author Danna Korn explains the medical problems associated with gluten and shows you step by step how to make the transition to a gluten free lifestyle and love it Discover how to Understand what you can and can t eat Shop and decipher food labels Cook crowd pleasing gluten free meals Eat gluten free at restaurants and parties Raise happy gluten free kids

Cutting Edge PowerPoint For Dummies Geetesh Bajaj,2011-09-23 Use these great ideas to help you make your point Create PowerPoint presentations with Flash r movies Excel r charts and more Okay you ve PowerPointed before right And you knew there must be more cool things you could do Here they are This handy guide gives you pointers on what makes a powerful presentation tips on using the right formats and templates and directions for dressing up text wowing em with color adding action and much more Discover how to Tweak and streamline PowerPoint Get the most from color Avoid amateur mistakes Use shapes fills and 3D effects Add photos soundtracks and DVD video Deliver your presentation with punch

Creating Web Pages For Dummies Bud E. Smith,Arthur Bebak,2007-01-23 Chances are you re already a Web user and use the Internet on a regular basis You ve probably seen a few impressive Web sites and now you re inspired to create a Web page of your own but you re not sure where to start The answer is right here Creating Web Pages For Dummies guides you through the process of making your own Web pages without hassle or confusion This straightforward book shows you just how easy it is to launch a site specialize a page making your site interactive and much more In no time you will become a pro in Web publishing basics Geocities Google page creator and AOL Web publishing Using Flickr creating blogs and selling products on eBay HTML and other handy tools to beef up your site Writing and formatting Web text Creating and adding graphics for your site Adding links animation and multimedia Designing a great looking complete Web site Besides getting to know the ins and outs of building a Web page this guide offers suggestions on Web publishing ranging from testing out your Web site and advertising your site to legal permission and displaying borrowed content This resourceful guide also includes Web lingo worth knowing and a quick guide to HTML tags which points out some lesser known but nevertheless useful tags Now in its 8th edition Creating Web Pages For Dummies will help make your Web page stand out in the crowd

Vba Quick Reference Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have charmed audiences this year. Vba Quick Reference Guide : Colleen Hoover "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Vba Quick Reference Guide : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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