

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 compare your own code with the code created by using recording, or you can create your code by using the Visual Basic Editor (VBE) to write code. When using the VBE, you can write procedures, functions, and other code.

Showing the Developer Tab

1. Open the **FILE** tab, click **Options**, and click **Advanced**.
2. Under **Developer**, click **Show Developer Tab**.
3. Click **OK**.

Setting Macro Security

1. Click **FILE**, click **Options**, and click **Trust Center**.
2. Click **Trust Center Settings**.
3. Click **Macro Settings**.

Organizing VBA Projects

The VBA Editor, contained within each Office application, is used to create and organize VBA code. It is the Visual Basic Editor (VBE). It has a Project Explorer pane on the left, a Properties window on the right, and a Code window on the bottom.

- The Project Explorer pane on the left lists documents, projects, and workbooks.
- The Properties window on the right shows the properties of the selected object.
- The Code window on the bottom is a large pane on the right side of the VBE. It is used to write VBA code. It is divided into a Properties window on the left and a Code window on the right.
- The Project Explorer pane on the left lists documents, projects, and workbooks.
- The Properties window on the right shows the properties of the selected object.
- The Code window on the bottom is a large pane on the right side of the VBE. It is used to write VBA code. It is divided into a Properties window on the left and a Code window on the right.

Opening or Creating Code Windows

1. Click **VIEW**, click **Code Windows**, and click **Code Window**.
2. Click **VIEW**, click **Code Windows**, and click **Code Window**.

When you open a code window, the Visual Basic Editor (VBE) displays the code window. The code window is divided into a Properties window on the left and a Code window on the right. The Properties window on the left shows the properties of the selected object. The Code window on the right is used to write VBA code.

- The Project Explorer pane on the left lists documents, projects, and workbooks.
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Creating a Code Window

1. Click **VIEW**, click **Code Windows**, and click **Code Window**.
2. Click **VIEW**, click **Code Windows**, and click **Code Window**.

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, press **CTRL+END** or **CTRL+HOME**.
3. Type a name (see Code Naming Rules).
4. Select **INSERT** to insert a code window.
5. Select **INSERT** to insert a code window.
6. Select **INSERT** to insert a code window.
7. Select **INSERT** to insert a code window.
8. Select **INSERT** to insert a code window.
9. Select **INSERT** to insert a code window.
10. Select **INSERT** to insert a code window.

To save time writing code, you can use the recorded code to create new code.

Running VBA Code

1. Click **VIEW**, click **Code Windows**, and click **Code Window**.
2. Click **VIEW**, click **Code Windows**, and click **Code Window**.
3. Click **VIEW**, click **Code Windows**, and click **Code Window**.
4. Click **VIEW**, click **Code Windows**, and click **Code Window**.
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6. Click **VIEW**, click **Code Windows**, and click **Code Window**.
7. Click **VIEW**, click **Code Windows**, and click **Code Window**.
8. Click **VIEW**, click **Code Windows**, and click **Code Window**.
9. Click **VIEW**, click **Code Windows**, and click **Code Window**.
10. Click **VIEW**, click **Code Windows**, and click **Code Window**.

Automatically

- The Visual Basic Editor (VBE) automatically creates a new code window when you open a new document or workbook.
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Saving Code

1. Click **FILE**, click **Save**, and click **Save**.
2. Click **FILE**, click **Save**, and click **Save**.
3. Click **FILE**, click **Save**, and click **Save**.
4. Click **FILE**, click **Save**, and click **Save**.
5. Click **FILE**, click **Save**, and click **Save**.
6. Click **FILE**, click **Save**, and click **Save**.
7. Click **FILE**, click **Save**, and click **Save**.
8. Click **FILE**, click **Save**, and click **Save**.
9. Click **FILE**, click **Save**, and click **Save**.
10. Click **FILE**, click **Save**, and click **Save**.


Saving Global Macros

- The Visual Basic Editor (VBE) automatically saves global macros when you save a document or workbook.
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Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscores.
- Code names must be less than 255 characters.
- Code names must be unique within a project.
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VBA Editor Tips

- The Project Explorer pane is best used to navigate between code windows.
- Use the code window's **Procedure List** to navigate between subroutines in a long code window.
- Click the **Project Explorer** pane icon  at the top of the pane to toggle between a grouped list (folders) and a single 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 macro in Excel or Word, press **ALT+R**, select the macro name, then **CTRL+D**.
- Press **ALT+Q** to show the VBA Editor and return to the Office application.

Using Code Window Lists

Object	Procedure List
Worksheet	Worksheet
Workbook	Workbook

The **Object** and **Procedure** lists are at the top of any code window. They can be used to navigate between subroutines or macro events triggered by the object.

1. Select an appropriate item from the **Object** list.
2. Then select an appropriate item from the **Procedure** list.
3. Write code into the newly created subroutine.

Navigating Code Window Lists

- **OBJECT**: Displays all existing subroutines and function procedures.
- **WORKSHEET** or **WORKBOOK**: Displays code for the selected worksheet or workbook.
- **DOCUMENT**: Displays code for a selected Word document.
- **OBJECT**: Displays code for the selected object or sub-object within the selected form or report.

Procedure List Items

- **DECLARATIONS**: To specify a code window's declarations, press **ALT+D** to open the **Procedure List** pane.
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Useful Keyboard Shortcuts

- **ALT+Q** - Shows the VBA Editor and returns to the Office application.
- **ALT+R** - Shows the VBA Editor and returns to the Office application.
- **ALT+D** - Shows the VBA Editor and returns to the Office application.
- **ALT+Q** - Shows the VBA Editor and returns to the Office application.
- **ALT+R** - Shows the VBA Editor and returns to the Office application.
- **ALT+D** - Shows the VBA Editor and returns to the Office application.
- **ALT+Q** - Shows the VBA Editor and returns to the Office application.
- **ALT+R** - Shows the VBA Editor and returns to the Office application.
- **ALT+D** - Shows the VBA Editor and returns to the Office application.
- **ALT+Q** - Shows the VBA Editor and returns to the Office application.

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Financial Modeling Using Excel and VBA Chandan Sengupta,2004-02-26 Reviews all the necessary financial theory and concepts and walks you through a wide range of real world financial models cover *Financial Analysis and Modeling Using Excel and VBA* Chandan Sengupta,2009-11-09 An updated look at the theory and practice of financial analysis and modeling *Financial Analysis and Modeling Using Excel and VBA* Second Edition presents a comprehensive approach to analyzing financial problems and developing simple to sophisticated financial models in all major areas of finance using Excel 2007 and VBA as well as earlier versions of both This expanded and fully updated guide reviews all the necessary financial theory and concepts and walks you through a wide range of real world financial problems and models that you can learn from use for practice and easily adapt for work and classroom use A companion website includes several useful modeling tools and fully working versions of all the models discussed in the book Teaches financial analysis and modeling and illustrates advanced features of Excel and VBA using a learn by doing approach Contains detailed coverage of the powerful features of Excel 2007 essential for financial analysis and modeling such as the Ribbon interface PivotTables data analysis and statistical analysis Other titles by Sengupta *Financial Modeling Using C* and *The Only Proven Road to Investment Success* Designed for self study classroom use and reference This comprehensive guide is an essential read for anyone who has to perform financial analysis or understand and implement financial models

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

MSC Nastran 2012 Quick Reference Guide MSC Software,2011-11-15 *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

Microsoft Access 97 Quick Reference Rick Winter,1997 This complete Access 97 command reference provides you with key information on the most important Access 97 features With a comprehensive index and an exhaustive command reference you ll have all the essential information you need to master Access 97 at your fingertips *Introduction to AutoCAD 2007* Paul Fritz Richard,Jim Fitzgerald,2007 This modern book addresses advances in technology and introduces users to 2 dimensional drawing skills and commands using the current release of AutoCAD It continuously builds on concepts covered in previous chapters contains exercises combined with in text notes and offers examples that provide the how and why of AutoCAD fundamentals Projects created using the software will give readers hands on experience and a thorough understanding of how to use AutoCAD in the 21st century Quick Start chapter Allows users to get up to speed in no time to create and even plot AutoCAD drawings Real world examples includes drawings from an actual 30 story office tower and condominium designed and built in Portland OR Coverage of advanced subjects explained in layman s terms often insufficiently addressed in other books Anyone involved with AutoCAD

Stroke For Dummies John R. Marler,2011-04-18 Features tons of advice for recovery and rehabilitation Get the latest on the symptoms diagnosis and treatment of stroke Have questions and concerns about strokes This reassuring guide provides invaluable information for stroke victims and their loved ones from what a stroke is and what it feels like to proven treatments and therapies You ll see how to implement a plan for preventing stroke treat the lingering effects of stroke and maximize home caregiver effectiveness while minimizing fatigue Discover how to Understand what causes different types of stroke Recognize warning signs Get the most out of doctors and hospitals Speed recovery with the best treatments Help prevent future strokes Decide the best living arrangements after stroke

PC Mag ,1994-08 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

Baby Names For Dummies Margaret Rose,2011-04-27 The fun and easy way to name the new bundle of joy Brimming with over 5 000 names from traditional to unique this is the perfect reference for parents to be looking for naming guidance It features a an impressive assemblage of options for both boys and girls from Biblical medieval and Shakespearean names to musical and international names along with a list of today s most popular names and the favorite names of previous decades Each entry contains variant spellings as well as the name s

meaning history and derivations Plus fun sidebars offer examples of celebrities who chose unique names for their little ones and perfect suggestions for future political leaders artists and movie stars Horses For Dummies Audrey Pavia, Janice Posnikoff, 2005-09-30 Features new full color photos and online resources Train care for and have fun with your horse If you re crazy about horses this hands on guide is all you need to giddy up and go Featuring updates on breeds boarding nutrition equipment training and riding as well as new information on various equine conditions this resource shows you how to keep your horse happy and take your riding skills to the next level Discover how to Select the right horse for you Feed groom and handle your horse Recognize common horse ailments Have fun in the saddle Get involved in equestrian competitions *The Publishers Weekly* , 2000 PC Graphics & Video , 1996 **Autocad 2007** Sham Tickoo, 2007 Updated to the newest release AutoCAD 2007 A Problem Solving Approach is a comprehensive resource containing detailed explanations of AutoCAD 2007 commands that enables both basic and advanced users to take maximum advantage of Autodesk s newest and most primary software features Carefully organized to progress from the rudiments of AutoCAD to the important concepts of 3D modeling and finally customization this book caters to the needs of beginners as well as industry professionals Dating For Dummies Joy Browne, 2011-03-03 If you re looking for a fun Saturday night date or a happily ever after mate this is the guide for you Whether you re young and haven t dated much or older and have been out of circulation so long you ve forgotten how to flirt dating can be intimidating Author Dr Joy Browne America s favorite psychologist demystifies the whole dating process from getting a date plotting the place and having a great time or dealing with dud dates to moving beyond a first date playing it safe and how sex can impact a budding relationship In this new edition Dr Joy offers updated guidance on how to find a date covering speed dating Internet dating services and singles nights at grocery stores and other unexpected places She delivers fresh pointers on a whole host of topics including Building your confidence and polishing your social self Determining if you re really ready to date How to meet and approach Mr or Ms Intriguing Where to go what to do what to wear and what to avoid on the first date Taboo subjects such as your ex sex politics and religion Cell phone and e mail etiquette Moving from dating to a successful relationship and the four stages of attachment Breaking up just in case Mr or Ms Right wasn t and avoiding pity parties and pitfalls The dos and don ts of Internet dating Dr Joy Browne s nationally syndicated daily radio show is the longest running program of its kind Dr Joy has won numerous awards for her work including the American Psychological Associations President s Award and the Talkers Magazine award for Best Female Talk Show Host two years in a row She was 10 on the list of the 25 Greatest Radio Talk Show Hosts of All Time and has been named one of the 100 Most Influential Talk Show Hosts nine times Dr Joy can frequently be seen on television as a guest on shows such as CBS The Early Show Oprah Winfrey and Larry King Live Dr Joy has authored It s A Jungle Out There Jane Dating for Dummies The Nine Fantasies That Will Ruin Your Life and Getting Unstuck Dating For Dummies 2nd Edition includes advice for special dating situations such as long distance relationships office romances single parents senior citizens

and more It gives you worksheets to help you objectively analyze your date expectations and evaluate a relationship Packed with real world wisdom confidence boosters and a dash of humor this is the guide to help you get out of exile get into dating and perhaps even get into a meaningful relationship **Napoleon For Dummies** J. David Markham,2011-05-04 Explains his influence on the military law politics and religion Get the real story of Napoleon Bonaparte Not sure what s true about Napoleon This easy to follow guide gets past the stereotypes and introduces you to this extraordinary man s beginnings accomplishments and famous romances It traces Napoleon s rise from Corsican military cadet to Emperor of the French chronicles his military campaigns explains the mistakes that led to his removal from power and explores his lasting impact on Europe and the world Discover How Napoleon built and lost an empire The forces that influenced him Why he created the Napoleonic Code The inside story on Josephine How he helped shape modern day Europe **Probability For Dummies** Deborah J. Rumsey,2006-04-03 Packed with practical tips and techniques for solving probability problems Increase your chances of acing that probability exam or winning at the casino Whether you re hitting the books for a probability or statistics course or hitting the tables at a casino working out probabilities can be problematic This book helps you even the odds Using easy to understand explanations and examples it demystifies probability and even offers savvy tips to boost your chances of gambling success Discover how to Conquer combinations and permutations Understand probability models from binomial to exponential Make good decisions using probability Play the odds in poker roulette and other games **Algebra II Workbook For Dummies** Mary Jane Sterling,2007-01-10 Do you have a grasp of Algebra II terms and concepts but can t seem to work your way through problems No fear this hands on guide focuses on helping you solve the many types of Algebra II problems in an easy step by step manner With just enough refresher explanations before each set of problems you ll sharpen your skills and improve your performance You ll see how to work with linear and quadratic equations polynomials inequalities graphs sequences sets and more ***Organic Chemistry I For Dummies*** Arthur Winter, PhD,2005-07-08 A plain English guide to one of the toughest science courses around Organic chemistry is rated among the most difficult courses that students take and is frequently the cause of washout among pre med medical and nursing students This book is an easy to understand and fun reference to this challenging subject It explains the principles of organic chemistry in simple terms and includes worked out problems to help readers get up to speed on the basics **Your Baby's First Year For Dummies** James Gaylord,Michelle Hagen,2011-03-04 Everything new and experienced parents need to know about their baby s first 12 months to give them the best start in life Each year more than 4 million babies are born in the United States and the first year of a baby s life is a joyous challenging and sometimes overwhelming time Your Baby s First Year For Dummies serves as a complete guide for baby s first twelve months from what to do when arriving home from the hospital to handling feeding bathing and sleeping routines to providing the right stimuli for optimal progress This comprehensive yet no nonsense guide can help new or even seasoned moms and dads looking for tips and advice to help with every aspect of their baby s

development During Baby's first year at times things will go well Baby's sleeping and eating well she's hitting milestones on time and you're balancing childcare with work or with housekeeping Then again there are times when things aren't great This jargon free book takes a realistic look at what Baby's first year might be like month by month You'll find it helpful if you're pregnant and wondering what Baby's first year will be like you have given birth and want to know what the months ahead hold you have given birth and need advice from a book that doesn't talk down to you or make you feel as though there's something wrong with you because there's not if you're having a hard time making the adjustment to parenthood Packed with tips on every aspect of baby's physical emotional and social development Your Baby's First Year For Dummies gives you advice on topics like the following Bonding with Baby Breastfeeding vs bottle feeding Baby's first checkup Baby's checkups at two months four months six months nine months and twelve months Sleeping habits Teething Baby toy safety and preventing injuries Food preparation and food allergies Traveling with your baby Signs of common illnesses Planning Baby's 1 year party And much more Additionally Your Baby's First Year For Dummies provides tips for surviving the first few weeks Daddy survival tips and advice on when to call your pediatrician and when not to If Baby has arrived or you expect her soon get your copy to make every moment count

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Table of Contents Vba Quick Reference Card

1. Understanding the eBook Vba Quick Reference Card
 - The Rise of Digital Reading Vba Quick Reference Card
 - Advantages of eBooks Over Traditional Books
2. Identifying Vba Quick Reference Card
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Vba Quick Reference Card
 - User-Friendly Interface
4. Exploring eBook Recommendations from Vba Quick Reference Card
 - Personalized Recommendations
 - Vba Quick Reference Card User Reviews and Ratings
 - Vba Quick Reference Card and Bestseller Lists
5. Accessing Vba Quick Reference Card Free and Paid eBooks
 - Vba Quick Reference Card Public Domain eBooks
 - Vba Quick Reference Card eBook Subscription Services
 - Vba Quick Reference Card Budget-Friendly Options

6. Navigating Vba Quick Reference Card eBook Formats
 - ePub, PDF, MOBI, and More
 - Vba Quick Reference Card Compatibility with Devices
 - Vba Quick Reference Card Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Vba Quick Reference Card
 - Highlighting and Note-Taking Vba Quick Reference Card
 - Interactive Elements Vba Quick Reference Card
8. Staying Engaged with Vba Quick Reference Card
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Vba Quick Reference Card
9. Balancing eBooks and Physical Books Vba Quick Reference Card
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Vba Quick Reference Card
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Vba Quick Reference Card
 - Setting Reading Goals Vba Quick Reference Card
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Vba Quick Reference Card
 - Fact-Checking eBook Content of Vba Quick Reference Card
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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