

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 RIBBON** 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.

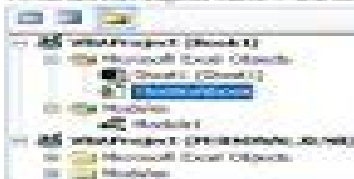
1. Press **<ALT>F11** or choose **DEVELOPER, VISUAL BASIC**.
2. Open the left-side **Project Explorer** pane, if necessary, with **VIEW, PROJECT EXPLORER** or **<Ctrl>R**.

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 Worksheet name. Objects name = Worksheet name.



- **Word:** Project name = Document name or Normal Objects name = TheDocument.
- **Access:** Project name = Database file name. Objects name = Name of form or report.
- **PowerPoint:** Project name = PowerPoint file name.
- **Modules:** all 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, MACRO, MACRO FROM FILE**:
 - a. Enter a NAME (see **Code Name Rules**).
 - b. Select **SUB** to automate tasks with a Subroutine, or **FUNCTION** to perform specialized 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., store 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 subroutines name in the **MACROS** list. If the list is too long, restrict it to a specific location from the **MACROS** 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 written code.
 - DELETE** – Deletes the subroutine.
 - OPTIONS** – Useful for creating a keyboard shortcut to run the subroutine.

Automatically

VBA subroutines can be triggered by events, run 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 **Call 1 (Create or subroutines) 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 **ThisDocument** code window or a subroutine called **Workbook_Open()** in Excel's **ThisWorkbook** code window.
Tip: To run a subroutine automatically when an Access database opens, see the steps listed in <http://blogs.msdn.com/AccessAccessVBA/>.

Saving Code

Code can only be saved by saving the Office file it is stored in. Default file types for Excel, Word or PowerPoint (.xlsx, .docx, .pptx) cannot contain macros. Beneficial in some 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 (.*)** (docx, .xlsx, .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 **TOOLS, MACROS** drop list in the **RECORD MACRO** dialog box:

- In Excel, choose **PERSONAL MACRO WORKBOOK**.
- In Word, don't change the default **ALL DOCUMENTS PERSONAL.DOTM** choice.
- VBA code can also be saved globally if it is manually created under the **NORMAL** project in Word or the **PERSONAL.MacroProject** in Excel.

Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscores of 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 macro 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 sit 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 incorrect entries rejected, before the form is saved. Select the **BEFOREUPDATE** event from the **PROCEDURE** list at the top of the form's code window. A new subroutine is automatically created called **Sub Form1_BeforeUpdate (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 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 – Hold this key down while opening an Office application and its AutoOpen code will be triggered.

Ctrl-Break – Stops running code. This key combination is particularly useful in testing 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 Reference Guide

Jose Mojica



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Table of Contents Vba Reference Guide

1. Understanding the eBook Vba Reference Guide
 - The Rise of Digital Reading Vba Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Vba Reference Guide
 - 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 Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Vba Reference Guide
 - Personalized Recommendations
 - Vba Reference Guide User Reviews and Ratings
 - Vba Reference Guide and Bestseller Lists
5. Accessing Vba Reference Guide Free and Paid eBooks
 - Vba Reference Guide Public Domain eBooks
 - Vba Reference Guide eBook Subscription Services
 - Vba Reference Guide Budget-Friendly Options

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