

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 that is provided for you, or you can use the code as a guide to learn how to write your own code. When you write your own code, you are writing a macro. A macro is a series of instructions that tell the computer what to do.

Showing the Developer Tab

1. Click the **FILE** tab, click **Options**, and then click **Advanced**.
2. Under the **Developer** section, in the right side of the **Developer** section, check the **Developer** checkbox.

Setting Macro Security

1. Click the **DEVELOPER** tab, click **Macro Security**.
2. Click the **Macro Security** button in the right side of the **Developer** section.

Organizing VBA Projects

The VBA Editor, contained within each Office application, is used to create and organize VBA code. It has two main components: the **Project Explorer** pane on the left and the **Code Editor** pane on the right.

- The **Project Explorer** pane on the left shows the structure of the project, including the **Project Explorer** pane on the left and the **Code Editor** pane on the right.
- The **Code Editor** pane on the right shows the code for the selected project.
- The **Code Editor** pane on the right shows the code for the selected project.
- The **Code Editor** pane on the right shows the code for the selected project.

Opening or Creating Code Windows

1. Click the **DEVELOPER** tab, click **Macro Security**, and then click **Macro Security**.
2. Click the **Macro Security** button in the right side of the **Developer** section.

The **Code Editor** pane on the right shows the code for the selected project. The **Code Editor** pane on the right shows the code for the selected project.

- The **Code Editor** pane on the right shows the code for the selected project.
- The **Code Editor** pane on the right shows the code for the selected project.

Setting Code

1. Click the **DEVELOPER** tab, click **Macro Security**, and then click **Macro Security**.
2. Click the **Macro Security** button in the right side of the **Developer** section.

Setting a Code Window

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Creating VBA Code

1. Click the **DEVELOPER** tab, click **Macro Security**, and then click **Macro Security**.
2. Click the **Macro Security** button in the right side of the **Developer** section.
3. Click the **Macro Security** button in the right side of the **Developer** section.
4. Click the **Macro Security** button in the right side of the **Developer** section.
5. Click the **Macro Security** button in the right side of the **Developer** section.

Running VBA Code Manually

1. Click the **DEVELOPER** tab, click **Macro Security**, and then click **Macro Security**.
2. Click the **Macro Security** button in the right side of the **Developer** section.

Automatically

1. Click the **DEVELOPER** tab, click **Macro Security**, and then click **Macro Security**.
2. Click the **Macro Security** button in the right side of the **Developer** section.

Setting Code

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2. Click the **Macro Security** button in the right side of the **Developer** section.

Setting a Code Window

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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 subnames, underscores, for spaces.
- Avoid names that are the same as well-known names in Excel or other Office applications, such as **Worksheet**.

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** pane icon (see **Project Explorer**) 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+D** to close the VBA Editor and return to the Office application.

Using Code Window Lists

Object	Procedure List
Worksheet	Worksheet

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

1. Select an appropriate item from the **Object** drop list.
2. Then select an appropriate item from the **Procedure** drop list.

Navigating Code Window Lists

Object List Items

WORKSHEET Displays all existing worksheet and function procedures.

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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

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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

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