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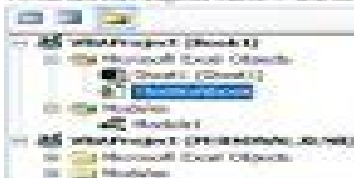
1. Press <ALT-F11> or choose DEVELOPER, VISUAL BASIC.
2. Open the left-side Project Explorer pane, if necessary, with VIEW, PROJECT EXPLORER or <Ctrl-R>.

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 Personal.xlsb, Objects name → Worksheet name.

- **Word**: Project name → Document name or Normal, Objects name → ThisDocument.
- **Access**: Project name → Database file name, Objects 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 Statics" 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 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 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 [name of subroutine] 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 window or a subroutine called Workbook_Open() in Excel's ThisWorkbook code window.
Tip: To run a subroutine automatically after an Access database opens, use the steps listed in blog.beezix.com/AutorunAccessVBA.

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. Therefore 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 (*.xlsm, *.docm, *.pptm).
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 use a recorded macro globally, choose the following from the USE 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.XLSB 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 FLOAT.

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 (folders) 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-F8>, 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 Form_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.

Vba Reference Guide

Kevin Kline,Lee Gould,Andrew Zanevsky

Vba Reference Guide:

   Definitive Guide to Excel VBA Michael Kofler,2008-01-01 In this book Michael Kofler provides definitive coverage of Visual Basic for Applications VBA for Excel by showing how it can be used to implement real world business solutions Designed to be useful to programmers who have never used VBA before it also covers advanced topics needed for users already familiar with VBA First Kofler introduces VBA and gives examples of the kinds of tasks that it can perform He then introduces the Excel object model focusing on the unique characteristics of programming and debugging code that are associated with spreadsheets The next few chapters cover menus toolbars forms and templatesthe tools for creating customized user interfaces and full featured applications Kofler then moves on to a broad range of advanced topics including automating graphs and diagrams accessing external databases from Excel and analyzing data using grouping and pivot tables He even covers Excel related features of Office Developer such as the development of COM Add Ins Throughout the book the author never loses sight of the real world problems faced by Excel programmers The book also explores ways to avoid undocumented problems that may arise when programming Excel VBA practical knowldege that was gained through years of hard experience   *Mastering VBA for Microsoft Office 2016* Richard Mansfield,2016-02-17 Enhance productivity in any Office application with zero programming experience Mastering VBA for Microsoft Office 2016 helps you extend the capabilities of the entire Office suite using Visual Basic for Applications VBA Even if you have no programming experience you ll be automating routine computing processes quickly using the simple yet powerful VBA programming language Clear systematic tutorials walk beginners through the basics while intermediate and advanced content guides more experienced users toward efficient solutions This comprehensive guide starts at the beginning to get you acquainted with VBA so you can start recording macros right away You ll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions message boxes input boxes and dialog boxes to design your own Office automation program Add ins embedded macros content controls and more give you advanced tools to enhance productivity and all instruction is backed by real world practice projects in Word Excel Outlook and PowerPoint Productivity is the name of the game and automating certain computing tasks is an easy solution with significant impact for any business This book shows you how with step by step guidance and expert insight Expand Office 2016 functionality with macros Learn how to work with VBA and the entire Office suite Create effective code even with no programing experience Understand ActiveX XML based files the developer tab and more VBA is designed to be understandable and accessible to beginners but powerful enough to create specialized business applications If you re ready to begin exploring the possibilities Mastering VBA for Microsoft Office 2016 gets you started right away   **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 **Learn Excel(r) VBA in 24 Hours** Liaw HockSang,2016-09-13 Visual Basic for Applications VBA is the programming language built into Microsoft Office applications such as Microsoft Excel Microsoft Word Microsoft Access and Microsoft Outlook to automate various tasks in their own environment and to work with other applications This book focuses on VBA in Microsoft Excel for Windows The discussions in the book are applicable to Excel 2007 Excel 2010 Excel 2013 and Excel 2016 unless otherwise stated It starts with Chapter 1 which is to get you familiarize with some essential tools that help you to write your VBA programs Chapter 2 covers the places where you should store your VBA code Chapter 3 is the fundamentals of programming in VBA It provides you a quick reference in writing syntax error free VBA code in debugging and in handling errors Chapter 4 offers some other tips on VBA programming This book is for readers who are new to Excel VBA but should have a basic understanding of programming language such as C or Python The reader should be an average Excel user who knows for example what an array formula is If you are new to Excel please teach yourself Excel before exploring the chapters You may refer to another book written by me entitled Learn Microsoft R Excel R 2010 2016 for Windows R in 24 Hours A jumpstart to be an intermediate user which was written for those who are new to Excel This book does not serve as a comprehensive reference for intermediate users Nevertheless it is a jumpstart for beginners to learn Excel VBA It is also served as a foundation for my future books and other references that are beyond the reach of beginners I hope this book will shorten your time to teach yourself Excel VBA and serve as a quick reference in writing error free and working VBA programs in realizing your goal Let Excel VBA work for you A supplementary Excel file to share The author would like to share a supplementary Excel file It contains almost all the code listings and code statements stated in this book Sub procedures are ready to be executed either by clicking buttons on worksheets or by accessing the Marco dialog box Functions are ready to be tested in worksheet formulas The file definitely facilitates you to master the content of the book Please download the file from https drive google com file d 0ByKhn UYAjlQTm1kdVJFWTh0cTQ view or https www amazon com Liaw HockSang e B01LX701LY *Access 2024 / Microsoft 365 Programming By Example* Julitta Korol,2025-06-14 Transform your Access databases from simple data repositories to powerful automated applications with Access 2024 Microsoft 365 Programming by

Example This isn t just another reference manual it s a practical step by step tutorial designed to guide you through the essentials of Visual Basic for Applications VBA within the Access environment Built for those who already understand basic Access database design and operations this book dives straight into practical examples and hands on exercises Each chapter builds upon the previous gradually introducing you to more complex concepts and techniques You ll learn how to automate tasks enhance functionality and create robust applications that streamline your workflow Each chapter includes integrated ChatGPT sections providing on the spot explanations code examples and answers to frequently asked questions This AI powered assistance transforms your learning experience making complex concepts more accessible and helping you overcome challenges with ease This book is perfect for Access users who are ready to take their skills to the next level Whether you re a beginner looking to start programming or an experienced user aiming to refine your abilities this tutorial provides a structured and approachable learning path This book assumes you have a working knowledge of Microsoft Access including database design query creation and form development with subforms and controls Empower your Access skills today and build the applications you ve always envisioned **Visual Basic 2005 in a Nutshell** Tim Patrick,Paul Lomax,2006-01-30 The classic Nutshell guide to Microsoft s Visual Basic programming language is completely revised and reorganized to cover the forthcoming VB 3005 version as well as VB NET 1 1 *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 AutoCAD 2006 VBA Joe Sutphin,2006-11-14 This book will help you take full advantage of the Visual Basic for Applications programming environment within AutoCAD 2006 Whether you want to automate routine tasks or create sophisticated applications or design that can be generated programmatically this book will empower you to make AutoCAD work for you This book is also suitable if you re a power user who wants to make use of the advanced features of AutoCAD 2006 VBA and you need a fast reference for the full AutoCAD object model You ll learn to run Autodesk design tasks in the embedded VBA environment This book is loaded with source code examples and gives you no matter your skill level the necessary tools to accomplish your

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readers who are new to Excel VBA but should have a basic understanding of programming language such as C or Python The reader should be an average Excel user who knows for example what an array formula is If you are new to Excel please teach yourself Excel before exploring the chapters You may refer to another book written by me entitled Learn Microsoft Excel 2010 2016 for Windows in 24 Hours A jumpstart to be an intermediate user which was written for those who are new to Excel This book does not serve as a comprehensive reference for intermediate users Nevertheless it is a jumpstart for beginners to learn Excel VBA It is also served as a foundation for my future books and other references that are beyond the reach of beginners I hope this book will shorten your time to teach yourself Excel VBA and serve as a quick reference in writing error free and working VBA programs in realizing your goal Let Excel VBA work for you A supplementary Excel file to shareThe author would like to share a supplementary Excel file It contains almost all the code listings and code statements stated in this book Sub procedures are ready to be executed either by clicking buttons on worksheets or by accessing the Marco dialog box Functions are ready to be tested in worksheet formulas The file definitely facilitates you to master the content of the book Please download the file from https drive google com file d 0ByKhn UYAjlQTm1kdVJFWTh0cTQ view or https www amazon com Liaw HockSang e B01LX701LY   *Excel VBA* Hein Smith,2018-06-29 Whether you have never created a program with Visual Basic Application or looking to learn some new tricks then this book is for you Containing 15 chapters full of information definitions and step by step instructions to create your own programs this book will help you master VBA Programming Here are just a few of the things you will find inside Chapters on Conditional Logic String Functions and Recording Macros Images illustrating the different processes and programming steps Step by step instructions for how to program Loops and Arrays 2 chapters on creating and programming User Forms Instructions on how to write Subs and Functions Written out sample codes for many of the programs you will learn how to create How to diagnose and correct your own coding errors A step by step process on how to connect the Visual Basic Editor with external data Visual Basic Application Programming in Excel is a hidden gem that will help you automate and control both basic and complex Excel functions Following the steps in this book will help you access the inner workings of Excel spreadsheets and take your coding to the next level   VB.NET Language in a Nutshell Steven Roman,Ronald Petrusha,Paul Lomax,2002 This updated edition introduces the important aspects of the language and explains the NET framework The alphabetical reference covers the functions statements directives objects and object members that make up the VB NET language   **The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly,Curt Simmons,2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and

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web thank you to everyone who participated special thanks to volunteers david beugelmans and kathy mihm for the extraordinary amount of time and effort they contributed to make this event happen final leaderboard mileage elevation parks visited longest ride sum of max rides name sum of max rides name name park coun

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