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, accomplish 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 on 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.

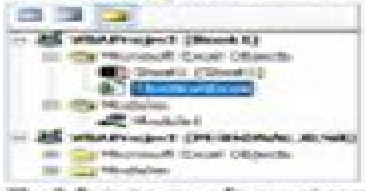
1. Press <ALT-F11> or choose DEVELOPER, VISUAL BASE.
2. Open the left-side Project Explorer pane, if necessary, with VIEW, PROJECT EXPLORER or <Ctrl-R>.

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 PersonalXlsb; Object's name = Worksheet name;



- **Word:** Project name = Document name or Normal; Object's 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 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 **blog.bessie.com/fishingwithaccess/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 (*.xlsx, *.docx, *.pptx) cannot contain macros, therefore in these programs:

1. Choose FILE, SAVE or press <Ctrl-S>.
2. If a "macros now" 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 saved 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.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 ISARRAY.

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 the Office application.

Using Code Window Lists

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 (BEFORE UPDATE) 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 subroutines 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 on its 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 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 – Displays a list of macros in Excel or Word.

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Vba Quick Reference Guide

Lita Epstein

Vba Quick Reference Guide:

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Table of Contents Vba Quick Reference Guide

1. Understanding the eBook Vba Quick Reference Guide
    - The Rise of Digital Reading Vba Quick Reference Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Vba Quick 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 Quick Reference Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Vba Quick Reference Guide
    - Personalized Recommendations
    - Vba Quick Reference Guide User Reviews and Ratings
    - Vba Quick Reference Guide and Bestseller Lists

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