

# 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 RIBBONS 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.

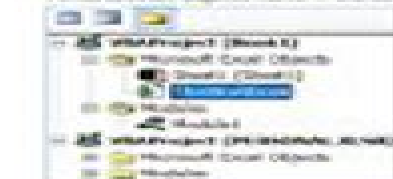
1. Press <Alt>F11 or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl>R.

## 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, Object name = Worksheet name.



- **Word:** Project name = Document name or Normal, Object name = TheDocument.
- **Access:** Project name = Database file name, Object 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 Static' to retain the value of the procedure's variables after code execution ends (e.g., done 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 MACROS IN THIS 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 window code.
  - DELETE - Deletes the subroutine.
  - OPTIONS - Useful for creating a keyboard shortcut to run the subroutine.

### Automatically

VBA subroutines can be triggered by events, but 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 <Ctrl> Open (or subroutines used) 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://www.cse.wisc.edu/~dennis/vba.htm](#).

## Saving Code

Code can only be saved by saving the Office file it is stored in. Default file types for Excel, Word or PowerPoint ("\*.xls", "\*.docx", "\*.pptx") cannot contain macros. Rename in those programs.

1. Choose **FILE > SAVE** or press <Ctrl>S.
2. If a "message box" warning message pops up, [Click] NO.
3. Change FILE FORMAT to MACRO ENABLED ("\*.xls", "\*.docx", "\*.pptx").
4. Choose a location, specify a FILE NAME, then [Click] SAVE.

## Saving Global Macros

- Macros, recorded in Excel or Word can be saved 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.VBA 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 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 name 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 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 entered entries reported, before the form is saved. Select the BEFORECLOSE event from the PROCEDURE list at the top of the form's code window. A new subroutine is automatically created called Sub Form\_BeforeClose (cancel). Its trigger's event 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 > 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 + F10:** 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:** Display a list of macros in Excel or Word.

# Vba User Guide

**Richard Mansfield**



## **Vba User Guide:**

**SAP BI Analysis Office - a Practical Guide** Joerg Boeke, Many companies struggle with the ability to quickly and accurately create easy to read reports This book systematically explains how you can leverage SAP Analysis Office AO to support your company s reporting needs AO combines the experience users had with Business Explorer BEx reporting over the last decade with the additional pivoting functionality offered by Microsoft along with standard Excel reports Combining these functionalities SAP created a powerful tool for your daily analysis as you will discover in this book Tight integration with the SAP NetWeaver BW environment ensures that reporting users can access and refresh data This book dives into Installation and prerequisites Key functionality and detailed explanations like Analysis Excel pivot ribbon and context menus Enhanced reporting with API and Visual Basic VBA A comparison of Business Explorer BEx and Analysis Office AO functionality     [Beginner's Guide to Code Algorithms](#) Deepankar Maitra,2022-01-26 Do you have creative ideas that you wish you could transform into code Do you want to boost your problem solving and logic skills Do you want to enhance your career by adopting an algorithmic mindset In our increasingly digital world coding is an essential skill Communicating an algorithm to a machine to perform a set of tasks is vital Beginner s Guide to Code Algorithms Experiments to Enhance Productivity and Solve Problems written by Deepankar Maitra teaches you how to think like a programmer The author unravels the secret behind writing code building a good algorithm Algorithmic thinking leads to asking the right question and enables a shift from issue resolution to value creation Having this mindset will make you more marketable to employers This book takes you on a problem solving journey to expand your mind and increase your willingness to experiment with code You will Learn the art of building an algorithm through hands on exercises Understand how to develop code for inspiring productivity concepts Build a mentality of developing algorithms to solve problems Develop test review and improve code through guided experimentation This book is designed to develop a culture of logical thinking through intellectual stimulation It will benefit students and teachers of programming business professionals as well as experienced users of Microsoft Excel who wish to become proficient with macros     [Microsoft 365 Excel VBA Programming For Dummies](#) Dick Kusleika,2025-01-03 Your step by step guide to doing more with Microsoft Excel Fully updated for the latest version of Office 365 Excel VBA Programming For Dummies will take your Excel knowledge to the next level With a little background in Visual Basic for Applications VBA programming you can go well beyond basic spreadsheets and functions Learn the coding basics and syntax you need to write simple or complex macros that can automate your routine Excel tasks Become an Excel power user by automating data management user forms pivot tables and beyond When you use VBA to perform Excel operations you can reduce errors save time and integrate with other Microsoft applications This handy guide also teaches you how to control the security settings for your macros and save macros to use across files and apps Plus you ll get updated coverage of Copilot AI integration Your spreadsheets are about to get much more powerful Get started with VBA coding to create macros and

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*Excel VBA Made Easy* Dr. Liew Voon Kiong,Voon Kiong Liew,2010 EXCEL VBA MADE EASY is the Book written by the AUTHOR and WEBMASTER of the top Excel VBA tutorial in the web It covers the basics of Excel VBA using many more examples and sample programs You will learn Excel VBA easily with this book as It is written in simple and plain English By reading this book everyone should be able to learn Excel VBA in a short time

*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

**AutoCAD Developer's Guide to Visual LISP** N. Poleschuk,2001 Dealing mainly with means of creating automated workstations or CAD systems based on the AutoCAD system this text analyzes the problem of adapting a workplace to fit the concrete plans of the designer from a number of angles and provides a detailed description of the AutoLISP language Methods for working in a Visual LISP environment which allows you to compile and debug programs written in AutoLISP are provided And methods for creating user menus including pull down menus context menus on screen menus and toolbars and for planning dialog boxes in applications are thoroughly examined Key features include a discussion of typical designing and programming tasks of

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