

# 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 generated for you by recording a macro. In other words, the code is played back to repeat tasks again, when doing together, automate an entire procedure.

## Showing the Developer Tab

1. Open the **FILE** tab and click **Options** to open the **Options** dialog box.
2. Click the **Advanced** tab.
3. Check the **Developer** checkbox in the right side of the **Options** dialog box.

## Setting Macro Security

1. Click **FILE** > **Options** > **Advanced**.
2. Click **Macro Security** in the left side of the **Options** dialog box.

## Organizing VBA Projects

The **VBA** editor, contained within each Office application, is used to create and organize VBA code. It is the **Project Explorer** pane that, in most cases, is a **Project**, representing the open Office file, plus associated **Project** or **Module** sheets.

- The **Project Explorer** pane is open. Right-click on the **Project Explorer** pane.
- The **Project Explorer** pane contains a list of **Project** or **Module** sheets.
- The **Project Explorer** pane is a large pane in the right side of the **VBA** editor.
- Code created for automation only applies to that document, while module code applies to any document in the project.
- Press **Alt+F11** to open the **VBA** editor.
- Press **Alt+F11** to open the **VBA** editor.

## Opening or Creating Code Windows

1. Click **VIEW** > **Code Window** to open the **Code Window** pane.
2. Right-click on the **Project Explorer** pane and click **Code Window** to create a new code window.

The **Code Window** pane is different for each Office application. For example, **Procedure** has no **Object** pane, while **Form** has an **Object** pane for each worksheet. The **Object** pane is located in the **Code Window** pane.

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## Creating a Code Window

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## 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, press **Alt+F11** to open the **VBA** editor.
3. Press **Alt+F11** to open the **VBA** editor.
4. Select **VIEW** > **Code Window** to open the **Code Window** pane.
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10. Select **VIEW** > **Code Window** to open the **Code Window** pane.

To save time writing code or to save or load by recording actions in a worksheet, then copying the recorded code to the worksheet.

## Running VBA Code

1. Click **VIEW** > **Code Window** to open the **Code Window** pane.
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10. Click **VIEW** > **Code Window** to open the **Code Window** pane.

## Automatically

- The **Code Window** pane is open. Right-click on the **Project Explorer** pane.
- The **Code Window** pane contains a list of **Project** or **Module** sheets.
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## Saving Code

1. Click **FILE** > **Save** to save the code.
2. Click **FILE** > **Save** to save the code.
3. Click **FILE** > **Save** to save the code.
4. Click **FILE** > **Save** to save the code.
5. Click **FILE** > **Save** to save the code.
6. Click **FILE** > **Save** to save the code.
7. Click **FILE** > **Save** to save the code.
8. Click **FILE** > **Save** to save the code.
9. Click **FILE** > **Save** to save the code.
10. Click **FILE** > **Save** to save the code.

## Setting Global Macros

- The **Code Window** pane is open. Right-click on the **Project Explorer** pane.
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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 underscores for spaces.
- Avoid names that are the same as well-known names in Excel or other Office applications.

## VBA Editor Tips

- The **Project Explorer** pane is best used to navigate between code windows.
- Use the **Code Window** pane's **Procedure** drop list to navigate between subroutines in a long code window.
- Click the **Project Explorer** pane's **Code** drop list to toggle between a grouped list (forms) 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+F11**, select the macro name, then **Ctrl+D** to open the **VBA** editor and return to the Office application.

## Using Code Window Lists

Object	Procedure List
Worksheet	Worksheet
Form	Form

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.
3. Write code into the newly created subroutine.

## Navigating Code Window Lists

### Object List Items

- **WORKSHEET**: Displays all existing worksheet and function procedures.
- **WORKSHEET** or **WORKBOOK**: Displays code for the selected **Worksheet** or **Workbook**.
- **DOCUMENT**: Displays code for a selected **Document**.
- **Form** or **Control**: Displays code for the **Form** object or **Control** object within the selected **Form** or report.

### Procedure List Items

- **DECLARATIONS**: To jump to a code window's **Declarations** area shows the first procedure that acts on the selected object.
- **Procedure Name**: To navigate to an existing procedure within a code window.

## Useful Keyboard Shortcuts

- **Ctrl+Shift+F** - Press down while opening an Office application and its **AutoOpen** code will be triggered.
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**Sham Tickoo**



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