

# 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.

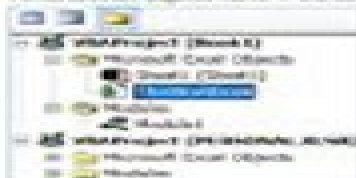
1. Press <Alt>F11 or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl>R.

## 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 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 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 <subroutine name>) 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 TheDocument code window or a subroutine called **Workbook\_Open()** in Excel's TheWorkbook code window.  
Tip: To run a subroutine automatically when an Access database opens, see the steps listed in [http://msdn.microsoft.com/en-us/library/ms345312.aspx](#).

## 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 TYPE 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 in a file 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.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 Form1\_Beforeclose (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 > 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 Quick Reference Guide

**Paul Litwin**



## **Vba Quick Reference Guide:**

**VBA for Dummies Quick Reference** Paul Litwin,1997 This quick reference gives tips and techniques that can be applied to VBA programming for any application Non programmers also will be able to use VBA with Microsoft Office and many other VBA licensed software packages

**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

**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

**The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly,Curt Simmons,2008-03-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice

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**Transact-SQL Programming** Kevin Kline, Lee Gould, Andrew Zanevsky, 1999 Provides detailed information about Transact SQL programming and shows specific differences between the Microsoft and Sybase versions of the language

**ADO ActiveX Data Objects** Jason T. Roff, 2001 The architecture of ADO ActiveX Data Objects Microsoft's newest form of database communication is simple concise and efficient This indispensable reference takes a comprehensive look at every object collection method and property of ADO for developers who want to get a leg up on this technology

**Microsoft Excel 2019 Programming Pocket Primer** Julitta Korol, 2019-05-22 As part of the best selling Pocket Primer series this book was designed for someone like you who needs to master Excel programming fundamentals without spending too much time All you need is a short book to get you started It will show you only the things you need to know to feel at home with VBA What you learn in this book on Excel programming will also apply to say Access programming The book is divided into nine chapters that progressively introduce you to programming Microsoft Excel 2019 Features Includes a companion disc with all of the Hands On files needed to complete the chapter projects and all the images from the text Introduces you to programming Microsoft Excel 2019

**Investing For Dummies** Eric Tyson, 2011-03-03 Do you have a few investments that you would like to develop into a full investment plan Would you like to know how to strengthen your portfolio Perhaps you want to roll your 401 k into a new plan Whatever your agenda is nowadays it's hard to find good advice on where to invest your money Now you'll have the ultimate one stop no nonsense guide to investing with Investing for Dummies Fourth Edition This updated bestseller provides fresh data and analysis on where to put your money and how to improve returns on IRAs and 401 k's as well as investing fundamentals like examining your investment options and considering risks and returns You'll have all the tools you need to Investigate and purchase individual stocks Buy bonds and other lending investments Select the right mutual fund Invest in the best stock bond and money market funds Choose a worthy brokerage firm Know when to invest in real estate Start and run your own small business Gather a collection of reliable investment resources This handy reference is packed with tips and advice on how to conquer important investment obstacles and what to consider when selling an investment as well as how to invest in a down market With Investing for Dummies Fourth Edition you'll soon have the power to turbo charge your investment and maximize your returns

**Credit Repair Kit For Dummies** Stephen R. Bucci, 2005-11-14 Don't let your credit suffer

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**SUSE Linux 10 For Dummies** Naba Barkakati,2005-12-13 Install SUSE Linux and take advantage of cool new tools Use OpenOffice org go online with Firefox set up a wireless LAN and more SUSE Linux is gaining popularity everywhere and you ll soon see why This friendly guide will help you install and configure the newest version then help you work with digital media build a network get acquainted with Firefox the super secure browser that has everybody excited explore Skype and Linphone Internet phone services and much more Discover how to Set up an Ethernet LAN with wireless access Use the OpenOffice org productivity suite Read newsgroups and use instant messaging Play music and burn CDs Secure your SUSE system **Living Gluten-Free For Dummies** Danna Korn,2011-03-31 Includes 65 delicious gluten free recipes plus tips on eating out Find out how easy and tasty it can be to go gluten free If you have a wheat allergy gluten intolerance celiac disease or you just want to enjoy the benefits of a diet free of wheat barley and rye then this guide is for you Author Danna Korn explains the medical problems associated with gluten and shows you step by step how to make the transition to a gluten free lifestyle and love it Discover how to Understand what you can and can t eat Shop and decipher food labels Cook crowd pleasing gluten free meals Eat gluten free at restaurants and parties Raise happy gluten free kids **Cutting Edge**

**PowerPoint For Dummies** Geetesh Bajaj,2011-09-23 Use these great ideas to help you make your point Create PowerPoint presentations with Flash r movies Excel r charts and more Okay you ve PowerPointed before right And you knew there must be more cool things you could do Here they are This handy guide gives you pointers on what makes a powerful presentation tips on using the right formats and templates and directions for dressing up text wowing em with color adding action and much more Discover how to Tweak and streamline PowerPoint Get the most from color Avoid amateur mistakes Use shapes fills and 3D effects Add photos soundtracks and DVD video Deliver your presentation with punch **Linux For Dummies** Dee-Ann LeBlanc,2005-02-11 From installing Linux to using it as a desktop operating system this updated edition gets new users up to speed fast in the nonintimidating For Dummies style Lets beginning desktop users explore the top Linux distributions This edition focuses on six of the most popular Linux distributions Fedora Core SUSE Mandrake Xandros Linspire formerly Lindows and Knoppix Thoroughly explains installing Fedora Core the most popular distribution in addition to each of the other distributions Covers prepping a computer for Linux connecting to the Internet surfing the Web using cool

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**For Dummies** Tara Rodden Robinson,2005-08-19 Reveals the connections between genetics and specific diseases Understand the science and the ethics behind genetics Want to know more about genetics This non intimidating guide gets you up to speed on all the fundamentals From dominant and recessive inherited traits to the DNA double helix you get clear explanations in easy to understand terms Plus you ll see how people are applying genetic science to fight disease develop new products solve crimes and even clone cats Discover What geneticists do How traits are passed on How genetic counseling works The basics of cloning The role of DNA in forensics The scoop on the Human Genome Project **Buzz**

**Marketing with Blogs For Dummies** Susannah Gardner, 2005-03-11 In this instant communication world buzz means business And one of the greatest ways to get customers and potential customers buzzing about your business is with a Web log commonly called a blog Blogs can help you Introduce the people behind your business Discuss relevant issues Provide a clearinghouse for information and expertise Show your business as a good corporate citizen Support an exchange of ideas Get honest feedback from your customers Affect public opinion If you re new to blogging or if you know the mechanics of a blog but want some help refining and targeting yours Buzz Marketing With Blogs For Dummies will get you going right away An expert blogger shows you the ins and outs of putting together a professional looking blog walks you through the jargon helps you decide what your blog should do and even explains various software solutions You ll find out how to Set up and maintain a blog write in blogging style and observe blogging etiquette Define your audience and target your blog to reach them Involve your customers earn their trust educate the public and build community Avoid possible legal pitfalls while keeping your blog interesting Encourage contributions and links to your blog Use images and design an eye catching format Optimize your blog for top search engine ratings track your results and measure your success Written by Susannah Gardner who has taught online journalism directed multimedia efforts and provided custom Web solutions to clients Buzz Marketing With Blogs For Dummies even shares tips from the experts who establish and maintain some of the top rated business blogs You ll discover the secrets of success how to spot and solve problems what software can enhance your blogging life and a whole lot more It like having a staff of experts on call

**Visual Basic 2005 For Dummies** Bill Sempf, 2005-10-24 Visual Basic is Microsoft s premier programming language used by more than three million developers and in 50 million Windows applications Programming pro and veteran Wrox author Bill Sempf has thoroughly overhauled the book s organization and content making it even more accessible to programming beginners Highlights new VB features and functions including important advances in compatibility with older VB versions Offers plain English explanations of variables constants loops VB syntax forms controls objects and other fundamentals The CD ROM includes all source code and third party software tools

This book delves into Vba Quick Reference Guide. Vba Quick Reference Guide is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Vba Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
  - Chapter 1: Introduction to Vba Quick Reference Guide
  - Chapter 2: Essential Elements of Vba Quick Reference Guide
  - Chapter 3: Vba Quick Reference Guide in Everyday Life
  - Chapter 4: Vba Quick Reference Guide in Specific Contexts
  - Chapter 5: Conclusion
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4. In chapter 3, this book will examine the practical applications of Vba Quick Reference Guide in daily life. The third chapter will showcase real-world examples of how Vba Quick Reference Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Vba Quick Reference Guide in specific contexts. This chapter will explore how Vba Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Vba Quick Reference Guide. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Vba Quick Reference Guide.

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