

Visual Basic® for Applications 2013 Introduction

Visual Basic for Applications (VBA) is a programming language built into Word, Excel, Access and other Microsoft applications. It is used to automate operations within these programs through a series of instructions, commonly referred to as code. VBA instructions are commonly entered into a Code window within each application's linked VBA Editor. Only Excel and Word have a Macro recording feature to automatically create code.

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. Under CUSTOMIZE THE RIBBON, check DEVELOPER and (Click) OK.

Setting Macro Security

1. Choose DEVELOPER, (Click) 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.

Create VBA Code

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>.
 - There are 3 main types of Code windows: Document, Module and User Form. Document windows parallel Office application documents. Module and User Form windows can be inserted for customized programming. VBA code is normally saved in a Module window. See Project Explorer Names.
3. (Double Click) the Code window name in Project Explorer. If necessary first open its containing folder by (Clicking) the folder's "+"
 - If the Code window doesn't yet exist (Right Click) the Project Name and choose INSERT, MODULE.
4. Choose INSERT, PROCEDURE
 - a. Enter a NAME (see Code Name Rules).
 - b. Select SUB to create a Subroutine, or FUNCTION to create a function. (Click) OK.
5. Enter the code then choose FILE, SAVE (see Saving Code).

Tip: Save time writing code in Excel or Word by recording Macro actions then copying the recorded code from its default location to your code.

Deleting a Code Window

1. (Right Click) its 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.

Code Name Rules

- Code names must begin with a letter in Word and Excel but it is good practice for all Office applications.
- 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.

Important 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 – Display a list of macros in Excel or Word.

Project Explorer Names

- Inserted modules or user forms are named Module1 (2, 3, etc.) or UserForm1 (2, 3, etc.).
- **Excel:** Project name = Workbook name or Personal.xlsb. Code window name = Worksheet name.
- **Word:** Project name = Normal or Word file name. Code window name = DocDocument.



- **PowerPoint:** Project name = PowerPoint file name. Code window name = Module1 (2, 3, etc.).
- **Access:** Project name = Database file name. Code window name = Name of form or report.

Saving Code

Code can only be saved by saving the Office application file it is stored in. Default file types for Excel, Word or PowerPoint (*.docx, *.doc, *.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 location, specify FILE NAME, then (Click) SAVE.

Saving Global Macros

When recording a macro in Excel or Word you can choose to save your work locally in the current document or globally for all 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 choose ALL DOCUMENTS (NORMAL.DOTM).
- 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.

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 the pane to toggle its display between a simple object list and objects grouped by folders. Making this change in any one Office application will affect all Office applications.
- Close all windows and panes except the Code window while writing code to maximize its display.
- To directly edit a macro in Excel or Word press <Alt-F8>, select the macro name, then (Click) EDIT IT.
- Press <Alt-Q> to close the VBA Editor and return to its Office application.

Password Protect Code

1. (Right Click) your Project name or one of its components in the Project Explorer pane.
 2. Select PROJECT PROPERTIES or VBAPROJECT PROPERTIES.
 3. (Click) PROTECTION then add your password to both the PASSWORD and CONFIRM PASSWORD boxes. This restricts code editing.
 4. (Click) LOCK PROJECT FOR VIEWING to also prevent code viewing.
- Note that the GENERAL tab can be used to change the Project name and description.

Understanding the VBA Language

VBA code has sentences like any language. If the structure of English sentences can be simplified to Adjective.Noun.Adverb.Verbs then the syntax of VBA sentences can be simplified to: Object.Method.Property. Each such sentence, or Statement, automates a single task (Method) or changes the appearance (Property) of a single object. A series of these statements comprise a Procedure that can either manipulate an Office application (Subroutine) or perform a calculation (Function).

Object: Each Office application is divided into Objects that can be manipulated. Excel has workbooks, worksheets and cells. Objects can be as large as the application itself or as small as a single character.

Method: Methods are operations that can be done on an Object. In Word a Selection (Object) of words can be copied (Method).

Properties: Properties describe an Object. In Access a Label (Object) has a font color (Property). In Word a Paragraph (Object) can be indented (Method) to a left indent value (Property).

Events: Each Object has associated Events. Events happen to an Object and are used as triggers to initiate code execution. When an Excel Chart (Object) is Selected (Event) or a Word Document (Object) is Closed (Event) a message can be programmed to pop up.

- Tip: Press <F2> at any time to reveal the VBA Editor Object Browser's list of Objects, Methods, Properties and Events. Each Object selected in the Browser's left column displays its Methods, Properties and Events in the wide right window column. Press <Ctrl-F4> to close the Object Browser and return to your Code window.

Using Code Window Lists

Object list Procedure list

The Object drop list and the Procedure drop list sit at the top of any non-Module code window (e.g., any Excel worksheet, Word document or Access form code window). These can be used to initiate code creation.

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, open an Access form's Code window. Select the name of a control, e.g., Text1, from its Object list and BeforeUpdate from its Procedure list. A new subroutine is automatically created called Sub Text1_BeforeUpdate (cancel As Integer). It triggers actions (e.g., validate entered data) just before Text1's contents are updated. Appropriate code added to this subroutine can validate entered data and reject incorrect entries before they are saved.

Construct a Code Statement

- Select an Excel cell A1 With: Range("A1"). Select Object = Range, Method = Select. Change the font color to red with: Selection.Font.Color = RGB(255, 0, 0) Object = Selection, Property = Font.Color
- In Word delete a single character to the right with: Selection.Delete Unit:=wdCharacter, Count:=1 Object = Selection, Method = Delete. Word Tip: Selection.TypeTextspace- deletes a single character to the left.
- Navigate to an Access form control with: Me!txtControl1.SetFocus Object = Me, Sub-object = txtControl1, Method = SetFocus. Access Tip: "Me" is a useful substitution for the current form's complete name.

Visual Basic For Applications Manual

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Visual Basic For Applications Manual:

Manual on the Simple Linear Actuarial Model Hiddo A. Huitzing, Xylee Javier, Rouselle F. Lavado, Ammar Aftab, 2020-12-01 This Simple Linear Actuarial Model SLAM manual is the accompanying publication to An Actuarial Model for Costing Universal Health Coverage in Armenia It provides detailed guidelines in using the Microsoft Excel for SLAM As an actuarial model the SLAM calculates and presents the actuarial projections and key financial indicators to support the management of the health insurance programs nationwide and at local levels in assessing the overall costs and financial sustainability of health insurance programs The goal is to have an actuarial model that they could update themselves without frequent intervention of actuarial experts and use for day to day management and assessment of alternative policy configurations of the health insurance schemes

Visual Basic 2008 Programming Black Book, Platinum Edition (With Cd) Kogent Solutions Inc., 2009-03 Visual Basic 2008 Black Book Is The Most Comprehensive Book That You Will Find On Visual Basic .NET It Contains Useful Material On All The Concepts Of Visual Basic 2008 And At The Same Time Teaches You How To Implement These Concepts Programmatically By Providing Appropriate Examples Along With Detailed Explanations This Edition Of The Book Particularly Deals With Some New And Advanced Topics Such As WPF, WCF, WFA, ASP.NET, Ajax, Silverlight And LINQ This Unique Book On Visual Basic 2008 Has Extensive Coverage Of The Language No Doubt Every Aspect Of The Book Is Worth Its Price Part I .NET Framework 3.5 And Visual Studio 2008 Chapter 1 Getting Started With .NET Framework 3.5 Chapter 2 Introducing Visual Studio 2008 Part II Visual Basic Programming Language And OOPs Chapter 3 Introducing Visual Basic 2008 Chapter 4 Flow Control And Exception Handling In Visual Basic 2008 Chapter 5 Object Oriented Programming In Visual Basic 2008 Part III Windows Forms And WPF Chapter 6 Windows Forms In Visual Basic 2008 Chapter 7 Windows Forms Controls I Chapter 8 Windows Forms Controls II Chapter 9 Windows Forms Controls III Chapter 10 Windows Forms Controls IV Chapter 11 Windows Forms Controls V Chapter 12 Introducing Windows Presentation Foundation Chapter 13 Working With WPF 3.5 Controls Resources Styles Templates And Commands Chapter 14 Using Graphics And Multimedia In Windows Forms And WPF Part IV ASP.NET 3.5 Chapter 15 Introducing ASP.NET 3.5 And Web Forms Chapter 16 Standard Web Server Controls Chapter 17 Navigation Controls In ASP.NET 3.5 Chapter 18 Login And Web Parts Controls In ASP.NET 3.5 Chapter 19 Enhancing Web Applications With Silverlight Part V Services And Deployment Chapter 20 ASP.NET 3.5 Web Services Chapter 21 Introducing Windows Communication Foundation Chapter 22 Deploying Windows And Web Applications Part VI ADO.NET And LINQ Chapter 23 Data Access With ADO.NET Chapter 24 Data Binding In Windows Forms And WPF Applications Chapter 25 Data Binding In ASP.NET Applications Chapter 26 Working With LINQ Part VII Advanced Topics Chapter 27 Working With Windows Workflow Foundation Chapter 28 Threading In Visual Basic 2008 Chapter 29 Collections And Generics Chapter 30 Working With XML And .NET Chapter 31 The My Object Chapter 32 .NET Assemblies Chapter 33 Developing Windows Mobile Applications Chapter 34 Security And Cryptography In .NET Chapter 35

Net Remoting In Visual Basic 2008 Chapter 36 Human Resources Management System **PowerPoint 2007: The Missing Manual** E. A. Vander Veer, 2006-12-22 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don't know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn't improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you're familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren't for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You'll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them *Mastering VBA for Microsoft Office 2007* Richard Mansfield, 2008-07-21 Even if you're not a programmer you can quickly learn to write macros automate tasks and create custom applications for Office 2007 with Microsoft's Visual Basic for Applications VBA and the in-depth instruction in this comprehensive guide You'll jump right into the basics of recording and running macros with Office's built-in Macro Recorder before quickly moving to the essentials of VBA syntax using loops and functions building effective code and programming applications in Word Excel PowerPoint Outlook and Access Includes pages of real world examples and techniques **The Visual Guide to Visual Basic for Applications** Richard Mansfield, 1994 Microsoft's newest innovation creates a single internal language that works across its key application This first inside look at the tools techniques and features of VBA lets users with no previous programming experience get started creating and customizing applications using Microsoft Word Project Access and Excel Disk contains macros and valuable utilities *Learn Microsoft Excel 2002 VBA Programming with XML and ASP* Julitta Korol, 2003 Designed to provide non-developers with a hands-on guide to both Excel VBA and XML this book gives users a wide range of VBA coverage including how to write subroutines and functions from scratch manipulate files and folders with VBA statements manage data with arrays and collections and much more Includes CD *Visual Basic for Applications Unleashed* Paul McFedries, Paul MacFedries, 1997 Visual Basic for Applications is now the common language for developing macros and applications across all Microsoft Office components including Word Excel Access PowerPoint and Outlook Targeted at accomplished and expert users this book allows users to exploit the power of Office 97 The CD contains sample code **A Programmer's**

Introduction to Visual Basic .NET Craig Utley,2002 Topics in this comprehensive guide include why should users move to Visual Basic NET major VB NET changes building classes and assemblies with VB NET building Windows services with VB NET and upgrading VB6 Projects to VB NET Laboratory Manual on Biotechnology P. M. Swamy,2008 **Programming and Problem Solving with Visual Basic .NET** Nell B. Dale,2003 This book continues to reflect our experience that topics once considered too advanced can be taught in the first course The text addresses metalanguages explicitly as the formal means of specifying programming language syntax **Excel 2003 VBA Programming with XML and ASP** Julitta Korol,2005-12-27 **Visual Basic for Electronics Engineering Applications** Vincent Himpe,2006 Intended for those people who want to control existing or self built hardware from their computer This book shows you advanced things like using tools like Debug to find hardware addresses setting up remote communication using TCP IP and UDP sockets and even writing your own internet servers Handbook of Heterogeneous Networking Raj Rajgopal,2018-01-31 Here is all the practical hands on information you need to build manage and maintain a heterogeneous computing environment with hardware software and network equipment from a number of different vendors Packed with real world case studies and proven techniques for integrating disparate platforms operating systems and servers Handbook of Heterogeneous Computing is a one stop non nonsense guide that shows you how to port and develop applications in a heterogeneous environment manage desktops data access communications and security in a heterogeneous environment and build distributed heterogeneous systems What is best for your installation Should you standardize on the Windows environment for both production applications and office applications Should you adopt the Windows NT workstation as a standard desktop and use Windows NT as the network operating system Handbook of Heterogeneous Computing details the advantages and disadvantages of these and other approaches The book also explains the arts of porting and developing applications in a heterogeneous environment using Java CGI Perl and other tools how to build interfaces with mainframe legacy systems how to use CORBA to integrate distributed database systems while at the same time managing database gateways and interoperability how to manage interlan switching multicast networking structures SNA LAN integration and all aspects of enterprise networks and how to use Kerberos firewalls PGP RSA public keys and other tools to assure security in heterogeneous environments Heterogeneous computing is here to stay It is therefore up to corporate end users to make competing products fit into their environments efficiently effectively and economically Handbook of Heterogeneous Computing gives you t **Visual Basic 2008 In Simple Steps** Kogent Solutions Inc,2009-02 This is a book that helps you to learn Visual Basic using Visual Studio 2008 Precision an easy to understanding style real life examples in support of the concepts and practical approach in presentation are some of the features that make the book unique in itself The text in the book is presented in such a way that is equally helpful to beginners as well as professionals The book covers Introduction to NET Framework and Visual Studio 2008 Fundamentals of Visual Basic 2008 programming language Working with Windows

Forms and common windows controls Windows Workflow foundation WF Working with database in Visual Basic 2008
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The Excel Handbook: Comprehensive Techniques, Tips, and Templates for Every User Jennifer Bartlett, 2025-04-04 Tired of struggling with Excel Wish you could unlock its full potential and save countless hours This comprehensive guide is your key to mastering Excel whether you re a beginner or seasoned user Inside you ll find a wealth of information presented in a clear and accessible way Learn the fundamentals explore advanced formulas and functions create stunning charts and graphs and automate repetitive tasks This book isn t just about basic spreadsheet skills it s about transforming your data into powerful insights Through practical examples real world scenarios and downloadable templates you ll gain the confidence to tackle any Excel challenge Learn to analyze data effectively build interactive dashboards and use conditional formatting to highlight crucial information This book empowers you to streamline your workflow improve your productivity and become an Excel expert This guide is perfect for students professionals and anyone who wants to master Excel It doesn t matter if you re working with financial data managing projects or simply organizing your personal finances this book provides the tools and knowledge you need to excel Get ready to unlock the power of Excel and take your skills to the next level *Learning Visual Basic 2008 with .Net Framework 3.5* Cadcim, *Human-Computer Interaction - INTERACT 2007* Cecília Baranauskas, Philippe Palanque, Julio Abascal, Simone D. Junqueira Barbosa, 2007-09-07 This book is part of a two volume work that constitutes the refereed proceedings of the 11th IFIP TC13 International Conference on Human Computer Interaction INTERACT 2007 held in Rio de Janeiro Brazil in September 2007 It covers social computing UI prototyping user centered design methods and techniques intelligent user interfaces accessibility designing for multiples devices affective computing 3D interaction and 3D interfaces as well evaluation methods Automating Science and Engineering Laboratories with Visual Basic Mark F. Russo, Martin M. Echols, 1999-03-31 A Volume in the Wiley Interscience Series on Laboratory Automation The complete step by step guide to using Visual Basic r in a laboratory setting Visual Basic r is fast becoming the de facto laboratory programming language yet existing books typically discuss applications that have nothing to do with science and engineering This primer fills the gap in the field showing professionals seeking to improve the productivity of their laboratories how to use Visual Basic r to automate laboratory processes Automating Science and Engineering Laboratories with Visual Basic r helps laboratory professionals decide when and if to use Visual Basic r and how to combine it with the many computing technologies used in modern laboratories such as RS 232 port communications TCP IP networking and event driven control to name a few With an emphasis on getting readers programming immediately the book provides clear guidelines to the appropriate programming techniques as well as custom developed software tools Readers will learn how to build applications to control laboratory instruments collect and process experimental data create interactive graphical applications and more Boasting many working examples with the complete source code and backward

compatibility to previous versions of Visual Basic r Automating Science and Engineering Laboratories with Visual Basic r is an indispensable teaching tool for nonprogrammers and a useful reference for more experienced practitioners

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