

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.

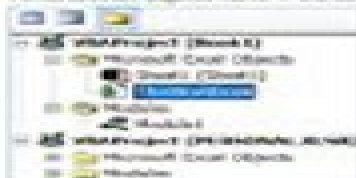
1. Press <Alt-F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl-R>.

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 <document> <open>) 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://www.muhimbi.com/Articles/AccdbVBA](#).

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. Refresh in those programs.

1. Choose **FILE > SAVE** or press <Ctrl-S>.
2. If a "macro free" warning message pops up, [Click] NO.
3. Change FILE AS 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 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 > MACROS 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** 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 User Guide

Jennifer Bartlett



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

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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

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AutoCAD 2006 VBA Joe Sutphin,2006-11-14 This book will help you take full advantage of the Visual Basic for Applications programming environment within AutoCAD 2006 Whether you want to automate routine tasks or create sophisticated applications or design that can be generated programmatically this book will empower you to make AutoCAD work for you This book is also suitable if you re a power user who wants to make use of the advanced features of AutoCAD 2006 VBA and you need a fast reference for the full AutoCAD object model You ll learn to run Autodesk design tasks in the embedded VBA environment This book is loaded with source code examples and gives you no matter your skill level the necessary tools to accomplish your AutoCAD 2006 automation tasks **Access 2024 / Microsoft 365 Programming By Example** Julitta Korol,2025-06-14 Transform your Access databases from simple data repositories to powerful automated applications with Access 2024 Microsoft 365 Programming by Example This isn t just another reference manual it s a practical step by step tutorial designed to guide you through the essentials of Visual Basic for Applications VBA within the Access environment Built for those who already understand basic Access database design and operations this book dives straight into practical examples and hands on exercises Each chapter builds upon the previous gradually introducing you to more complex concepts and techniques You ll learn how to automate tasks enhance functionality and create robust applications that streamline your workflow Each chapter includes integrated ChatGPT sections providing on the spot explanations code examples and answers to frequently asked questions This AI powered assistance transforms your learning experience making complex concepts more accessible and helping you overcome challenges with ease This book is perfect for Access users who are ready to take their skills to the next level Whether you re a beginner looking to start programming or an experienced user aiming to refine your abilities this tutorial provides a structured and approachable learning path This book assumes you have a working knowledge of Microsoft Access including database design query creation and form development with subforms and controls Empower your Access skills today and build the applications you ve always

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advice and examples *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 *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 **Visual Basic 2005 in a Nutshell** Tim Patrick, Paul Lomax, 2006-01-30 The classic Nutshell guide to Microsoft s Visual Basic programming language is completely revised and reorganized to cover the forthcoming VB 3005 version as well as VB .NET 1.1 Mastering AutoCAD 2009 and AutoCAD LT 2009 George Omura, 2009-04-22 If you re looking for a tutorial or stand alone reference to AutoCAD and its latest features Mastering AutoCAD 2009 and AutoCAD LT 2009 is a book that can serve as both Understand the basics of interface and drafting tools review intermediate skills like using hatches fields and tables and master advanced topics like attributes dynamic blocks drawing curves and solid fills 3D modeling and imaging and customization and integration Learn everything you need to know about AutoCAD from concise explanations focused examples step by step instructions and hands on projects Visio 2000 Developer's Survival Guide Graham Wideman, 2000 How to build robust maintainable solutions with Visio s ShapeSheet and Automation development environments Excel VBA Elite Tech Academy, 2019-05-17 Get the Kindle version FREE when purchasing the Paperback Have you always wanted to learn EXCEL VBA Programming but are afraid it ll be too difficult for you What if you had access to an Excel VBA guide who would literally take you step by step through every essential process of learning this application Excel is one of the most powerful software tools in the world for collecting analyzing and summarizing data but its incredible power comes at a cost Excel is a massive program and it can literally take a beginner months or even years to master it Research shows that many first time Excel users don t take advantage of all the program s functionality Beginners continue to manually enter data instead of easily using macros that could save them a ton of time and skyrocket their productivity Over the years I have realized that nearly every operation that

you could perform with a mouse keyboard or a dialog box could also be done by using VBA Further if it can be done once with VBA it can easily be done a hundred or a thousand times As you read this book you will start to realize the incredible power that VBA has in automating repetitive or routine tasks Whether your goal is to use Excel VBA in your day job to enhance your productivity or you would like to use your VBA Programming skills in another profession I can tell you this This book is for you This is my step by step manual that will literally take you through every essential process of mastering the basics of Excel VBA Programming Here s What You ll Discover The TOP 5 reasons why you should Learn Excel VBA Programming today You have never used VBA before No worries as I will take you step by step with images to getting started with the Visual Basic Editor What are Objects and Object Properties in EXCEL VBA Find out on pages 19 through 22 An Introduction to Programming Concepts such as Variables Program Control Looping structures and Syntax to get you ready for the next level The 2 most Critical Rules that you MUST follow while Scoping and Declaring Variables How to create and work with VBA Sub and Function Procedures I will walk you through Writing and Recording MACROS Understand this chapter thoroughly and you are on your way to success VBA Error Types and Error Handling Techniques We will step through VBA Programming Examples and Techniques Are you ready for the next level Let s talk about User Forms and how to create these with specific examples You will learn the most important UserForm Techniques and Tricks that I have used successfully for years We will go over Worksheet Functions and Add Ins Pivot Tables Pivot Tables are one of the most powerful features within Excel Unfortunately a vast majority of Excel users never take advantage of this feature believing it is too complicated We will walk through a step by step process on how to create and use Pivot Tables with VBA And much more So What Are You Waiting For The opportunity is there Will you take it Click the BUY button now to start learning EXCEL VBA Programming today Tags excel for dummies excel vba excel vba programming for dummies excel vba programming for beginners excel vba 2019 excel vba 2016 excel vba for dummies excel 2016 microsoft excel 2016 excel 2016 bible excel 2016 for dummies excel 2016 essential skills excel 2016 vba excel 2016 formulas and functions excel 2016 basics excel for beginners excel 2016 power programming with vba *Publications Catalog, LOG 1* United States. Department of Veterans Affairs,1993 A Guide to Microsoft Excel 2007 for Scientists and Engineers Bernard Liengme,2008-11-27 Completely updated guide for scientists engineers and students who want to use Microsoft Excel 2007 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with

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