

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.

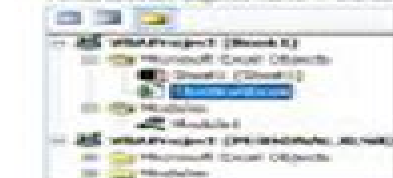
1. Press <Alt>F11 or choose **DEVELOPER, VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA, PROJECT EXPLORER** or <Ctrl>R.

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 subrout 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()** or **Workbook_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/ms345019.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. 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 **SAVE 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 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 **NORMAL** 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 or 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.

Visual Basic 2010 Quick Reference Sheet

Thomas Griffiths



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Microsoft Visual Basic 2010 Step by Step Michael Halvorson, 2010-05-12 Your hands on step by step guide to learning Visual Basic 2010 Teach yourself the essential tools and techniques for Visual Basic 2010 one step at a time No matter what your skill level you ll find the practical guidance and examples you need to start building professional applications for Windows and the Web Discover how to Work in the Microsoft Visual Studio 2010 Integrated Development Environment IDE Master essential techniques from managing data and variables to using inheritance and dialog boxes Create professional looking Uis add visual effects and print support Build compelling Web features with the Visual Web Developer tool Use Microsoft ADO NET and advanced data presentation controls Debug your programs and handle run time errors Use new features such as Query Builder and Microsoft NET Framework For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook [Microsoft Visual Studio Core Reference Set: Microsoft Visual J++ 6.0 programmer's guide](#), 1998 *Microsoft Visual Studio Core Reference Set: Microsoft Visual C++ 6.0 programmer's guide*, 1998 *InfoWorld*, 1999-11-29 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *PC Mag*, 2001-09-04 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology [Hitchhiker's Guide to Visual Basic and SQL Server](#) William R. Vaughn, 1997 Microsoft insider William R Vaughn shows developers how to use Visual Basic 5 0 to access data via SQL Server This fifth edition also reveals the possibilities within the latest Visual Basic 5 0 technology including its new ability to support a fully event driven model The CD contains a new sample database based on the Jet BIBLIO database plus sample code and white papers **Microsoft ADO.NET 4 Step by Step** Tim Patrick, 2010-10-25 Teach yourself the fundamentals of ADO NET 4 one step at a time With this practical learn by doing tutorial you get the clear guidance and hands on examples you need to start creating datacentric applications for Windows and the Web Discover how to Connect to external data sources including databases and other data formats Use ADO NET Entity Framework to interact with underlying data stores Build Entity Framework models with graphical design tools in Microsoft Visual Studio 2010 Analyze information stored in ADO NET with various LINQ providers Bind data directly to Windows Forms and Web Forms to drive information to users Manage disconnected or standalone data and information Go beyond the core functionality of ADO NET to manipulate data in more advanced ways Your step by step digital content includes Practice exercises Fully searchable online edition of this book with unlimited access on the Web [PC Magazine](#), 2001 **Programming the Web with Visual Basic .NET** Lynn Torkelson, Constance Petersen, Zac Torkelson, 2002-07-30 Programming the Web with Visual Basic NET is a comprehensive guide to building web applications and services using Visual Basic NET It is written especially for experienced Visual Basic programmers who use Visual Studio

NET for their development work even those who have never written a web application before Because the NET Framework simply blows away the archaic tools previously available to web programmers the authors predict that many Visual Basic programmers who successfully avoided Web programming in the past will now bring their expertise to the Web However even experienced web programmers will greatly benefit from the authors thorough coverage of the ASP NET namespaces and their clear coverage of the ADO NET classes most important to Web applications that use relational databases for data storage All developers will benefit from the authors extensive practical advice based on their unique professional backgrounds about how to produce create high quality code and how to create professional usable websites After reading Programming the Web with Visual Basic NET you ll understand how to build and deploy top quality professionally designed highly usable web applications using Visual Basic NET **The Publishers Weekly** ,2003 PROFESSIONAL VB 6, Jerry Ablan,2003-01-07 This book provides a rounded resource for Visual Basic 6 programmers drawing together and updating current practice and augmenting it with field tested knowledge *The Cumulative Book Index* ,1999 **Using Microsoft Visual Studio** Don Benage,Azam A. Mirza,1998 Using Visual Studio 97 Special Edition is a complete reference and tutorial for developers who want to learn the new tools and features of this programming suite The CD ROM includes a Developer Library with reference works such as SEI ISAPI plus all the code and applications from the book **Human Resources Kit For Dummies** Max Messmer,2001 Human Resources Kit For Dummies offers a wealth of practical information insights and tools to help align an organization s human resources practices and policies with its overall business objectives It provides detailed guidelines on how to set up and implement successful HR practices as well as actual tools you can use right now forms templates Web site links and much more Whether you re a small business owner or a HR professional you ll appreciate this up to date guide to the most common HR functions including hiring benefits administration performance evaluation and training If you want to create an employee friendly workplace or find new ways to compensate your top people Human Resources Kit For Dummies gives you the information you need to Develop a recruiting strategy Find great staffing sources Create the right benefits packages Make offers candidates accept Outsource and use temporary help Keep current on employment laws This helpful guide will help you get the maximum mileage out of job fairs and online recruiting create effective wage structures dole out kudos and discipline and keep it all legal You ll get an overview of key issues impacting HR administration and understand how the process works from staffing to benefits You ll understand the changing needs and demands of both the marketplace and your employees discover new motivational techniques and develop wages and benefits packages that keep you competitive You ll find expert advice on every aspect of HR including Anti discrimination legislation Developing a flat organization Recruiting on campus How to read a resume Interviewing prospective employees Wooing reluctant candidates Using temporary employees Measuring employee performance Firing or laying off employees Designing training and development plans The book also includes a CD ROM packed with vital forms and contracts from job application

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