

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.

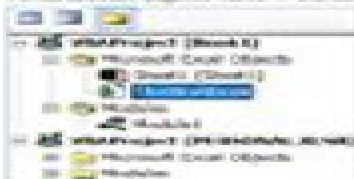
1. Press <ALT-F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl-R>.

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 <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.cse.wisc.edu/~drew/vba.htm](#).

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. Restrict to 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 > 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

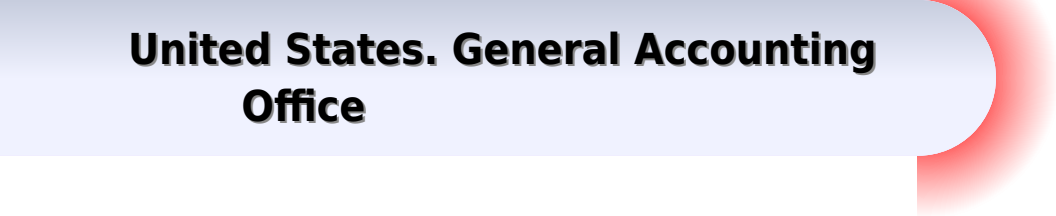
- DECLARATIONS:** To jump to a code window's Declarations area above the first procedure.
- [Event Name]:** To create a procedure or to display code that acts on the selected object.
- [Procedure Name]:** To navigate to an existing procedure within a code window.

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 Guide

**United States. General Accounting
Office**



Vba Guide:

Excel VBA Made Easy Dr. Liew Voon Kiong, Voon Kiong Liew, 2010 EXCEL VBA MADE EASY is the Book written by the AUTHOR and WEBMASTER of the top Excel VBA tutorial in the web It covers the basics of Excel VBA using many more examples and sample programs You will learn Excel VBA easily with this book as It is written in simple and plain English By reading this book everyone should be able to learn Excel VBA in a short time *Absolute Beginner's Guide to VBA* Paul McFedries, 2004-03-09 Visual Basic for Applications VBA is a set of tools based on the Visual Basic language The great thing about using it to enhance Office applications is that it is easier to learn than Visual Basic and it comes with your Office license After reading this book the reader will be proficient in the VBA language and will have extensive knowledge of the Office 2003 Object Model This book will cover all features of the VBA editor and show how to program some of the more useful new features in the Office 2003 applications This book assumes no prior programming experience so even programming novices can get up to speed quickly on the basics of the VBA language It is very practical and offers the reader tested programs and projects that he or she can implement right away This book reinforces the reader's learning by presenting useful end of chapter pedagogical resources including question and answer sessions and quizzes as well as practical exercises that cement and extend the reader's knowledge It explores not only the object models of Word and Excel but also other members of the Office 2003 suite including PowerPoint Access and Outlook Definitive Guide to Excel VBA Michael Kofler, 2008-01-01 New in the second edition Covers Excel 2000 to 2003 Explains how to access Web Services from Excel programs Shows you how to process lists and XML data with Excel 2003 Microsoft's Excel is not only a powerful spreadsheet and graphics tool it contains a programming language called Visual Basic for Applications VBA which allows you to automate simple tasks and enables you to create full featured applications that make Excel users even more productive In the Definitive Guide to Excel VBA Second Edition veteran author Michael Kofler provides exhaustive coverage of VBA for Excel demonstrating how it can be used to implement real world business solutions Designed to be useful to programmers who have never used VBA before it also covers advanced topics needed for users already familiar with VBA First Kofler introduces VBA and the Excel object model focusing on the unique characteristics of programming and debugging code associated with spreadsheets The next few chapters cover menus toolbars forms and templates the tools for creating customized user interfaces and full featured applications He then moves on to a broad range of advanced topics including automating graphs and diagrams accessing external databases from Excel and analyzing data using grouping and pivot tables He even covers ActiveX automation and the access of Web Services using the Web Service Toolkit Throughout the book Kofler never loses sight of the real world problems faced by Excel programmers The book also explores ways to avoid undocumented problems that may arise when programming Excel VBA practical knowledge that was gained through years of hard experience Excel VBA: A Beginners' Guide Rajan, 2015-10-05 Excel VBA is very helpful for you to do your routine task create your own function reduce the manual

effort and increase your productivity With the help of VBA you can customize and manipulate data present in the excel sheet as you want This book will be very helpful and comes in handy for the beginners who don t have any programming knowledge The ultimate aim of this book is to turns the reader to think like an Experienced VBA programmer All the topics in this book are elaborated in simple manner for easy understanding Each and every topic in this book is covered with detailed illustrations followed by output What you will learn in this book 1 Introduction to Excel VBA 2 Declaring Variables 3 Working with Ranges 4 If Else Statements 5 Select Case Statements 6 For Next Statements 7 Do Loops 8 Operators in VBA 9 Understanding the VB Editor 10 Function Procedures 11 MsgBox and InputBox Functions 12 String Functions 13 Information Functions 14 Working with Internet Explorer

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 [Department of Veterans Affairs Publications Index](#) United States. Department of Veterans Affairs. Publications Service,1993 Index is composed of 3 sections Basic classifications subject Current VA directives and Rescinded VA directives

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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 **Excel VBA** David A Williams,2020-08-29 Are you tired of trying to run your commands on VBA Have you typed the same command 1000 times to get results Use macros to accelerate your work The book holds the key to mastering VBA starting right from the basics for new VBA users The book covers simple guidelines like how you can avoid the most common beginner mistakes to the most advanced programs with samples You can start right off with the book and learn to manage your macros and start accelerating your work speed Learn the shortcuts create your macros perform statistical analysis do scenario building work with derived data types and a lot more in just one book Oh there is also a cheat sheet for all the excel formulas you will ever need Don t shy away from VBA Avoid common beginner mistakes Learn the shortcuts Create and manage your macros Know derived data types Perform statistical analysis Work with scenario building with one way data Know relative and absolute references Get the best cheat sheet there is for excel And a lot more Don t work hard when you can work smart Get better at your work with these simple tricks Grab a book now and join the Elite VBA group where automation does your job

Programming Excel with VBA Flavio Morgado,2016-11-09 Learn to harness the power of Visual Basic for Applications VBA in Microsoft Excel to develop interesting useful and interactive Excel applications This book will show you how to manipulate Excel with code allowing you to unlock extra features accuracy and efficiency in working with your data Programming Excel 2016 with VBA is a complete guide to Excel application development using step by step guidance example applications and screenshots in Excel 2016 In this book you will learn How to interact with key Excel objects such as the application object workbook object and range object Methods for working with ranges in detail using code Usage of Excel as a database repository How to exchange data between Excel applications How to use the Windows API to expand the capabilities of Excel A step by step method for producing your own custom Excel ribbon Who This Book Is For Developers

and intermediate to advanced Excel users who want to dive deeper into the capabilities of Excel 2016 using code **VA Catalog 1-P Publications Log 1, September, 2003** ,2004 Microsoft Excel VBA and Macros Tracy Syrstad,Bill Jelen,2025-10-09 Renowned Excel experts Tracy Syrstad and Bill Jelen MrExcel help you automate Excel tasks to get more done faster than ever This book is designed to equip you with a solid foundation in Microsoft Excel Visual Basic for Applications VBA and help you progress to advanced techniques like in memory processing and custom object programming for efficient data manipulation You will learn to write and understand VBA code automate complex Excel tasks import and export data interact with cells programmatically and manipulate data efficiently You ll also learn advanced reporting automation enabling you to generate and update charts and pivot tables through code and develop programs that transform raw data into comprehensive reports with a single click of a button With clear explanations and practical examples Tracy Syrstad and Bill Jelen help make complex tasks a breeze You ll find simple step by step instructions real world case studies project specification solutions and 50 workbooks packed with examples and complete easy to adapt solutions By reading this book you will Quickly master Excel macros development even if you re starting with no prior experience Learn the foundations of VBA through clear step by step guidance Gain insider techniques for cleaner code better structure and long term maintainability Go beyond how to tutorials learn how professionals approach automation Design advanced userforms with multiple views custom controls and data validation Use custom objects and collections to write scalable object oriented code Extend Excel s power by automating Word Outlook and other Office programs Integrate data from the internet Access text fi les and other sources Leverage advanced filter techniques to isolate and manipulate large datasets efficiently Share your programs using Excel Add ins XLAM Office Add ins Office js and Office Scripts About This Book For everyone who wants to get more done with Microsoft Excel in less time For business and financial professionals entrepreneurs students and others who need to efficiently manage and analyze data **Excel VBA** Jordan Koma,2016-04-07 VBA helps user to create customized solutions and applications to enhance the capabilities of the above mentioned applications The biggest advantage VBA has is that we do not need to have VBA installed on our PC but are able to program within Microsoft Office applications Using VBA a user can create macros or small programs that can perform tasks within many of the Microsoft applications you are able to automate thousands of different tasks such as Keeping a list of things such as student s grade customer names addresses Forecasting cash flow and budgeting Analyzing large data sets Formatting invoices Developing graphs The list goes on and on but you get the idea that the possibilities are endless with VBA *General Technical Report PNW-GTR* ,1987

Excel VBA Hein Smith,2018-06-29 Whether you have never created a program with Visual Basic Application or looking to learn some new tricks then this book is for you Containing 15 chapters full of information definitions and step by step instructions to create your own programs this book will help you master VBA Programming Here are just a few of the things you will find inside Chapters on Conditional Logic String Functions and Recording Macros Images illustrating the different

processes and programming steps Step by step instructions for how to program Loops and Arrays 2 chapters on creating and programming User Forms Instructions on how to write Subs and Functions Written out sample codes for many of the programs you will learn how to create How to diagnose and correct your own coding errors A step by step process on how to connect the Visual Basic Editor with external data Visual Basic Application Programming in Excel is a hidden gem that will help you automate and control both basic and complex Excel functions Following the steps in this book will help you access the inner workings of Excel spreadsheets and take your coding to the next level

The Handbook of Financial Modeling
Jack Avon, 2013-11-19 The ability to create and understand financial models that assess the valuation of a company the projects it undertakes and its future earnings profit projections is one of the most valued skills in corporate finance However while many business professionals are familiar with financial statements and accounting reports few are truly proficient at building an accurate and effective financial model from the ground up That s why in The Financial Modeling Handbook Jack Avon equips financial professionals with all the tools they need to precisely and effectively monitor a company s assets and project its future performance Based on the author s extensive experience building models in business and finance and teaching others to do the same The Handbook of Financial Modeling takes readers step by step through the financial modeling process starting with a general overview of the history and evolution of financial modeling It then moves on to more technical topics such as the principles of financial modeling and the proper way to approach a financial modeling assignment before covering key application areas for modeling in Microsoft Excel Designed for intermediate and advanced modelers who wish to expand and enhance their knowledge The Handbook of Financial Modeling also covers The accounting and finance concepts that underpin working financial models How to approach financial issues and solutions from a modeler s perspective The importance of thinking about end users when developing a financial model How to plan design and build a fully functional financial model And more A nuts to bolts guide to solving common financial problems with spreadsheets The Handbook of Financial Modeling is a one stop resource for anyone who needs to build or analyze financial models What you ll learn Key financial modeling principles including best practices principles around calculations and the importance of producing clean clear financial models How to design and implement a projection model that allows the user to change inputs quickly for sensitivity testing The proper way to approach a financial modeling assignment from project planning all the way through to the documentation of the model s findings and effectiveness How to model in Microsoft Excel including how to set up an Excel environment how to format worksheets and the correct application of various modeling formulae The skills and knowledge they need to become more proficient financial modelers and differentiate themselves from their professional competitors Who this book is for Written in a clear concise manner and filled with screen grabs that will facilitate readers comprehension of the financial modeling process The Handbook of Financial Modeling is appropriate for intermediate to advanced financial modelers who are looking to learn how to enhance their modeling proficiency Table of

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Karl Moore's Visual Basic .NET Karl Moore,2002-04-20 Most programming books are about as exciting as Bill Gates left ear But with this latest eye opening release technology author Karl Moore shows it doesn t have to be quite so dull and uninspiring Split into eight dynamic parts Karl Moore s Visual Basic NET covers every key area of real life computer developmentand promises to turn even newbie programmers into VB NET wizards quicker than anyone else It s a perfect tutorial guide for those learning VB NET from scratch or moving from VB6 Karl Moore s Visual Basic NET The Tutorials consists of a number of key tutorials each dealing with a specific real life area of programming The tutorials are broken down into easily digestible 10 page installments with an accompanying FAQ and review sheet at the close Numerous top tips are also distributed throughout the texts to aid understanding Publications Catalog, LOG 1 United States. Department of Veterans Affairs,1993 Veterans Benefits Computer Systems United States. General Accounting Office,1997

Excel VBA E. Rajan,2015-03-13 Excel VBA is very helpful for you to do your routine task create your own function reduce the manual effort and increase your productivity With the help of VBA you can customize and manipulate data present in the excel sheet as you want This book will be very helpful and comes in handy for the beginners who don t have any programming knowledge The ultimate aim of this book is to turns the reader to think like an Experienced VBA programmer All the topics in this book are elaborated in simple manner for easy understanding Each and every topic in this book is covered with detailed illustrations followed by output What you will learn in this book 1 Introduction to Excel VBA 2 Declaring Variables 3 Working with Ranges 4 If Else Statements 5 Select Case Statements 6 For Next Statements 7 Do Loops 8 Operators in VBA 9 Understanding the VB Editor 10 Function Procedures 11 MsgBox and InputBox Functions 12 String Functions 13 Information Functions 14 Working with Internet Explorer

Excel VBA: A Step-By-Step Comprehensive Guide on Excel VBA Programming Tips and Tricks for Effective Strategies Peter Bradley,2019-01-28 Learn more about some facts about Excel VBA additional resources that you can use to gather more information about Excel VBA tips to improve the performance of Macros some issues with Excel spreadsheets and solutions to handle those errors working with sub procedures

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

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Vba Guide
- Chapter 2: Essential Elements of Vba Guide
- Chapter 3: Vba Guide in Everyday Life
- Chapter 4: Vba Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Vba Guide. The first chapter will explore what Vba Guide is, why Vba Guide is vital, and how to effectively learn about Vba Guide.

3. In chapter 2, this book will delve into the foundational concepts of Vba Guide. The second chapter will elucidate the essential principles that must be understood to grasp Vba Guide in its entirety.

4. In chapter 3, the author will examine the practical applications of Vba Guide in daily life. This chapter will showcase real-world examples of how Vba Guide can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of Vba Guide in specific contexts. The fourth chapter will explore how Vba Guide is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Vba Guide. This chapter will summarize the key points that have been discussed throughout the book.

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

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Vba Guide Introduction

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