

# 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.

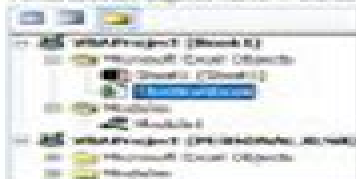
1. Press <ALT-F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl-R>.

## 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**: all 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> (press and hold) + <Alt> + <F11> 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.it-ebooks.info/vba>.

## 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 **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 **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

**Clinton Wong**



## **Vba Quick Reference Guide:**

**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

**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

**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

**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

**COM+ Programming with Visual Basic** Jose Mojica, 2001 Developing COM servers with COM COM and NET

**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

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Reference Guide for Excel 7 Windows 95 Karl Schwartz,1995-09      Microsoft Excel 2013 Advanced and Macros Quick Reference Guide Beezix Software Services,2014-01-20 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2013 This guide is suitable as a training handout or as an easy to use reference guide for any type of user The following topics are covered Organizing with Grouping Hiding Columns Rows or Sheets Consolidating Data Freezing or Splitting Rows Columns Using the Selection Pane Conditional Formatting Goal Seek Scenarios Converting Text to Data Intercepting Entry Errors With Data Validation Preventing Changes Protecting Data Quick Analysis Macros Recording Workbook Actions Running a Macro Executing Macros Automatically Saving a Macro Showing the Developer Tab Setting Macro Security Assigning to a Worksheet Button Assigning to the Quick Access Toolbar Editing a Macro Visual Basic for Applications Debugging VBA Code Documenting VBA Code VBA Examples to Enhance Productivity Subroutines Function Macros Macro Name Rules      *Learn Excel(r) VBA in 24 Hours* Liaw HockSang,2016-09-13 Visual Basic for Applications VBA is the programming language built into Microsoft Office applications such as Microsoft Excel Microsoft Word Microsoft Access and Microsoft Outlook to automate various tasks in their own environment and to work with other applications This book focuses on VBA in Microsoft Excel for Windows The discussions in the book are applicable to Excel 2007 Excel 2010 Excel 2013 and Excel 2016 unless otherwise stated It starts with Chapter 1 which is to get you familiarize with some essential tools that help you to write your VBA programs Chapter 2 covers the places where you should store your VBA code Chapter 3 is the fundamentals of programming in VBA It provides you a quick reference in writing syntax error free VBA code in debugging and in handling errors Chapter 4 offers some other tips on VBA programming This book is for readers who are new to Excel VBA but should have a basic understanding of programming language such as C or Python The reader should be an average Excel user who knows for example what an array formula is If you are new to Excel please teach yourself Excel before exploring the chapters You may refer to another book written by me entitled *Learn Microsoft R Excel R 2010 2016 for Windows R in 24 Hours* A jumpstart to be an intermediate user which was written for those who are new to Excel This book does not serve as a comprehensive reference for intermediate users Nevertheless it is a jumpstart for beginners to learn Excel VBA It is also served as a foundation for my future books and other references that are beyond the reach of beginners I hope this book will shorten your time to teach yourself Excel VBA and serve as a quick reference in writing error free and working VBA programs in realizing your goal Let Excel VBA work for you A supplementary Excel file to share The author would like to share a supplementary Excel file It contains almost all the code listings and code statements stated in this book Sub procedures are ready to be executed either by clicking buttons on worksheets or by accessing the Macro dialog box Functions are ready to be tested in worksheet formulas The file definitely facilitates you to master the content of the book Please download the file from [https://drive.google.com/file/d/0ByKhN\\_UYAjlQTm1kdVJFWTh0cTQ/view](https://drive.google.com/file/d/0ByKhN_UYAjlQTm1kdVJFWTh0cTQ/view) or <https://www.amazon.com/Liaw-HockSang-e-B01LX701LY>      **Windows**

**Me Annoyances** David Karp, 2001-03-26 In an ideal world an operating system is a collection of software that handles a computer's dirty work invisibly quickly and most of all painlessly For many of us however Microsoft Windows exists outside this ideal world We are annoyed by personalized Menus that keep changing icons we don't use cluttering up our workspace periodic crashes unintelligible error messages and inadequate documentation to help us figure it all out Windows Me Annoyances has the insider information you need for overcoming Windows many annoyances and limitations Whether you're looking to finally solve a nagging problem dramatically improve system performance or customize the interface to better suit your work habits the Windows Me Annoyances solution oriented format makes finding information and implementing solutions easy and pain free Thanks to the thorough and relevant documentation on the registry Windows Scripting Host and Windows built in networking capabilities customizing and improving Windows Me is easier than ever Based on the author's extremely popular Annoyances.org web site Windows Me Annoyances delivers an authoritative collection of techniques and tools for customizing Windows Me including Several approaches and hidden tools for working with the Windows registry the database of system and application specific configuration information How to bypass Windows roadblocks such as the Home Networking and System Restore wizards allowing you to take control of the processes quickly and painlessly A tutorial and reference on automation with the Windows Scripting Host as a means of eliminating many Windows Me annoyances Using third party software and utilities to handle some of the more complex workarounds and customizations Dealing with software that overwrites your file associations and other settings without warning Windows Me Annoyances is the intermediate and advanced Windows user's best resource for turning Windows into the user friendly customizable interface it was meant to be but doesn't always manage to be on its own

*Windows NT TCP/IP Network Administration* Craig Hunt, Robert Bruce Thompson, 1998 Windows NT TCP/IP Network Administration is a complete guide to setting up and running a TCP/IP network on Windows NT Windows NT and TCP/IP have long had a close association and this is the first book to focus exclusively on NT networking with TCP/IP It starts with the fundamentals what the protocols do and how they work how addresses and routing move data through the network and how to set up your network connection Beyond that all the important networking services provided as part of Windows NT including IIS RRAS DNS WINS and DHCP are presented in detail This book is the NT administrator's indispensable guide Contents include Overview Delivering the data Network services Getting started Installing and configuring NT TCP/IP Using Dynamic Host Configuration Protocol Using Windows Internet Name Service Using Domain Name Service Configuring Email Service Using Microsoft routing Using Remote Access Service Troubleshooting TCP/IP Network Security Internet Information Server Appendixes on the TCP/IP commands PPP script language reference and DNS resource records

**Web Client Programming with Perl** Clinton Wong, 1997 This text teaches users how to extend scripting skills to the Web Readers learn the basics of how browsers communicate with servers and how to write customized Web clients to automate common tasks

**Visual Basic Controls in a Nutshell** Evan S.

Dictor,1999 Central to Visual Basic is its interface design component its forms and controls This means that to create a professional application you need extensive knowledge of Visual Basic controls Book jacket The Illustrated AutoCAD 2007 Quick Reference Ralph Grabowski,2006 No other AutoCAD reference guide on the market is more up to date or provides details for as many commands and functions as this comprehensive resource Ideal for beginner through advanced students as well as programmers and managers alike The Illustrated AutoCAD 2007 Quick Reference catalogs all standard AutoCAD commands in alphabetical order briefly describing the function of each command and its options Every listing includes cross references to related commands system variables and or files taking the guesswork out of executing AutoCAD commands to their potential All methods of accessing each command are featured as well as commands not documented by Autodesk

*Learn Excel® VBA in 24 Hours* Liaw HockSang,2016-09-13 Visual Basic for Applications VBA is the programming language built into Microsoft Office applications such as Microsoft Excel Microsoft Word Microsoft Access and Microsoft Outlook to automate various tasks in their own environment and to work with other applications This book focuses on VBA in Microsoft Excel for Windows The discussions in the book are applicable to Excel 2007 Excel 2010 Excel 2013 and Excel 2016 unless otherwise stated It starts with Chapter 1 which is to get you familiarize with some essential tools that help you to write your VBA programs Chapter 2 covers the places where you should store your VBA code Chapter 3 is the fundamentals of programming in VBA It provides you a quick reference in writing syntax error free VBA code in debugging and in handling errors Chapter 4 offers some other tips on VBA programming This book is for readers who are new to Excel VBA but should have a basic understanding of programming language such as C or Python The reader should be an average Excel user who knows for example what an array formula is If you are new to Excel please teach yourself Excel before exploring the chapters You may refer to another book written by me entitled *Learn Microsoft Excel 2010 2016 for Windows in 24 Hours A jumpstart* to be an intermediate user which was written for those who are new to Excel This book does not serve as a comprehensive reference for intermediate users Nevertheless it is a jumpstart for beginners to learn Excel VBA It is also served as a foundation for my future books and other references that are beyond the reach of beginners I hope this book will shorten your time to teach yourself Excel VBA and serve as a quick reference in writing error free and working VBA programs in realizing your goal Let Excel VBA work for you A supplementary Excel file to shareThe author would like to share a supplementary Excel file It contains almost all the code listings and code statements stated in this book Sub procedures are ready to be executed either by clicking buttons on worksheets or by accessing the Marco dialog box Functions are ready to be tested in worksheet formulas The file definitely facilitates you to master the content of the book Please download the file from [https://drive.google.com/file/d/0ByKhN\\_UYAjlQTm1kdVJFWTh0cTQ/view](https://drive.google.com/file/d/0ByKhN_UYAjlQTm1kdVJFWTh0cTQ/view) or <https://www.amazon.com/Liaw-HockSang-e-B01LX701LY> **Using Visual Basic for Applications 5** Paul J. Sanna,Paul Sanna,Christa Anderson,1997 Power users must have this essential core tutorial for developing custom VBA solutions within the Microsoft Office environment In depth

back office strategies include large scale and network applications SQL Server solutions Internet strategies and more The CD includes all code examples from the book a collection of shareware and VBA routines and VBA Custom Controls     *The Illustrated AutoCAD 2006 Quick Reference* Ralph Grabowski,2006 Both an introduction for first time users of CAD systems and a reference manual for those already familiar with AutoCAD catalogs all standard AutoCAD commands in alphabetical order describing the function of each command and its options     **InfoWorld** ,1994-02-28 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects     **Microsoft Excel 2016 Advanced and Macros Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts** - Beezix Inc,2016-05-23 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2016 Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016 This guide is suitable as a training handout or as an easy to use reference guide for any type of user The following topics are covered Advanced Features Organizing with Grouping Manual Automatic Hiding or Displaying a Group Ungrouping Hiding Columns Rows or Sheets Consolidating Data Freezing or Splitting Rows Columns Using the Selection Pane Conditional Formatting Goal Seek Scenarios Converting Text to Data Intercepting Entry Errors with Data Validation Preventing Changes Protecting Cells Worksheets and Workbooks Quick Analysis Macros Recording Workbook Actions Running a Macro Executing Macros Automatically Saving a Macro Showing the Developer Tab Setting Macro Security Assigning a Macro to a Worksheet Button Assigning a Macro to the Quick Access Toolbar Editing a Macro VBA Debugging VBA Code Documenting VBA Code VBA Examples Subroutines Function Macros Macro Name Rules  
*Special Edition Using Visual Basic for Applications 5* Paul J. Sanna,1997

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## **Table of Contents Vba Quick Reference Guide**

1. Understanding the eBook Vba Quick Reference Guide
  - The Rise of Digital Reading Vba Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Vba Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Vba Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Vba Quick Reference Guide
  - Personalized Recommendations
  - Vba Quick Reference Guide User Reviews and Ratings
  - Vba Quick Reference Guide and Bestseller Lists
5. Accessing Vba Quick Reference Guide Free and Paid eBooks



- Vba Quick Reference Guide Public Domain eBooks
- Vba Quick Reference Guide eBook Subscription Services
- Vba Quick Reference Guide Budget-Friendly Options
- 6. Navigating Vba Quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Vba Quick Reference Guide Compatibility with Devices
  - Vba Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Vba Quick Reference Guide
  - Highlighting and Note-Taking Vba Quick Reference Guide
  - Interactive Elements Vba Quick Reference Guide
- 8. Staying Engaged with Vba Quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Vba Quick Reference Guide
- 9. Balancing eBooks and Physical Books Vba Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Vba Quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Vba Quick Reference Guide
  - Setting Reading Goals Vba Quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Vba Quick Reference Guide
  - Fact-Checking eBook Content of Vba Quick Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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