

Visual Basic® for Applications 2013 Introduction

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

Showing the Developer Tab

Always display the DEVELOPER tab as it provides quick access to Macros, VBA code and related security settings.


1. Choose FILE, OPTIONS then CUSTOMIZE RIBBON.
2. Under CUSTOMIZE THE RIBBON, check DEVELOPER and (Click) OK.

Setting Macro Security

1. Choose DEVELOPER, (Click) Macro Security.
2. Choose one of the MACRO SETTINGS, then (Click) OK.

Tip: Use the Enable All Macros option when working on your own code.

Create VBA Code

1. Press <ALT+F11> or choose DEVELOPER, VISUAL BASIC .
2. Open the left-side Project Explorer pane, if necessary, with VIEW, PROJECT EXPLORER or <Ctrl-R>.
 - There are 3 main types of Code windows: Document, Module and User Form. Document windows parallel Office application documents. Module and User Form windows can be inserted for customized programming. VBA code is normally saved in a Module window. See Project Explorer Names.
3. (Double Click) the Code window name in Project Explorer. If necessary first open its containing folder by (Clicking) the folder's "+"
 - If the Code window doesn't yet exist (Right Click) the Project Name and choose INSERT, MODULE.
4. Choose INSERT, PROCEDURE
 - a. Enter a NAME (see Code Name Rules).
 - b. Select SUB to create a Subroutine, or FUNCTION to create a function. (Click) OK.
5. Enter the code then choose FILE, SAVE (see Saving Code).

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

Deleting a Code Window

1. (Right Click) its name in Project Explorer and select REMOVE (window name)....
2. (Click) NO from the pop-up message unless you want to export the code for safekeeping.

Code Name Rules

- Code names must begin with a letter in Word and Excel but it is good practice for all Office applications.
- Subsequent characters should only be letters, numbers, or underscore characters.
- Good practice makes names shorter than 25 characters and substitutes underscores for spaces.
- Avoid names that are the same as cell references in Excel or restricted VBA keywords such as ISARRAY.

Important Keyboard Shortcuts:

Shift – Hold this key down while opening an Office application and its AutoOpen code will be bypassed.

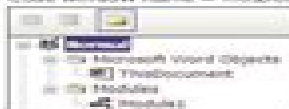
Ctrl-Break – Stops running code. This key combination is particularly useful in halting infinite loops.

Shift-F2 – Displays the VBA Editor Object Browser definition of an object, method or property selected in a code window.

Alt-F8 – Display a list of macros in Excel or Word.

Project Explorer Names

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



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

Saving Code

Code can only be saved by saving the Office application file it is stored in. Default file types for Excel, Word or PowerPoint (*.docx, *.doc, *.pptx) cannot contain macros, therefore in these programs:


1. Choose FILE, SAVE or press <Ctrl-S>.
2. If a "macro-free" warning message pops up (Click) NO.
3. Change SAVE AS TYPE to MACRO-ENABLED (*.xlsm, *.docm, *.pptm).
4. Choose location, specify FILE NAME, then (Click) SAVE.

Saving Global Macros

When recording a macro in Excel or Word you can choose to save your work locally in the current document or globally for all documents. To save a recorded macro globally choose the following from the STORE MACRO IN drop list in the RECORD MACRO dialog box:

- In Excel choose PERSONAL MACRO WORKBOOK.
 - In Word choose ALL DOCUMENTS (NORMAL.DOTM).
- VBA code can also be saved globally if it is manually created under the NORMAL project in Word or the PERSONAL.XLSB project in Excel.

VBA Editor Tips

- The Project Explorer pane is best used to navigate between Code windows.
- Use the Code window's Procedure drop list (see Navigating Code Window Lists) to navigate between subroutines in a long Code window.
- (Click) the Project Explorer folder icon  at the top of the pane to toggle its display between a simple object list and objects grouped by folders. Making this change in any one Office application will affect all Office applications.
- Close all windows and panes except the Code window while writing code to maximize its display.
- To directly edit a macro in Excel or Word press <Alt-F8>, select the macro name, then (Click) EDIT IT.
- Press <Alt-Q> to close the VBA Editor and return to its Office application.

Password Protect Code

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

Understanding the VBA Language

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

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

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

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

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

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

Using Code Window Lists

Object list Procedure list

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

1. Select an appropriate item from the Object drop list.
2. Then select an appropriate item from the Procedure drop list.
3. Write code into the newly created subroutine.

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

Construct a Code Statement

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

Visual Basic 2010 Quick Reference Sheet

JS Bruner



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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 C++ 6.0 programmer's guide, 1998 *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 **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 *Microsoft Visual Studio Core Reference Set: Microsoft Visual J++ 6.0 programmer's guide*, 1998 *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

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 Royal Marsden Manual of Clinical Nursing Procedures** Lisa Dougherty, Sara Lister, 2015-03-05 Nationally recognised as the definitive guide to clinical nursing skills The Royal Marsden Manual of Clinical Nursing Procedures has provided essential nursing knowledge and up to date information on nursing skills and procedures for over 30 years Now in its 9th edition this full colour manual provides the underlying theory and evidence for procedures enabling nurses to gain the confidence they need to become fully informed skilled practitioners Written with the qualified nurse in mind this manual provides up to date detailed evidence based guidelines for over 200 procedures related to every aspect of a person s care including key information on equipment the procedure and post procedure guidance along with full colour illustrations and photos Following extensive market research this ninth edition contains the procedures and changes in practice that reflect modern acute nursing care includes thoroughly reviewed and updated evidence underpinning all procedures is organised and

structured to represent the needs of a patient along their care pathway integrates risk management into relevant chapters to ensure it is central to care contains revised procedures following hands on testing by staff and students at Kingston University is also available as an online edition

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

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