

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 manually 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.

Tips: 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 [RIGHT-CLICK] PROJECT EXPLORER or <CTRL-R>.
 - There are 3 main types of Code windows: Document, Module and User Form. Document windows parallel Office application documents. Modules 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).

Tips: 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 RE MOVE (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 is a 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宏子程序.

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

- Imported modules or user forms are named Module1 (1, 2, 3, etc.) or UserForm1 (1, 2, 3, etc.).
- Excel Project name = Workbook name or Personal.xls. Code window name = Worksheet name.
- Word Project name = Normal or Word file name. Code window name = ThisDocument.



- PowerPoint Project name = PowerPoint file name. Code window name = Module1 (1, 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 (*.xlsx, *.docx, *.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 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.XLSS project in Excel.

VBA Editor Tips:

- The Project Explorer pane is best used to navigate between Code windows.
- Use the (Code window) 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 other Office application will affect all Office applications.
- Close all windows and panes except the Code window while writing code to maximize visibility.
- To directly edit a macro in Excel or Word press <ALT-F8>, select the macro name, then [Click] EDIT. [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 VBA 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/Verb 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.

- 1. 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 wider 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 open 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 (Optional). As the trigger, 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

- 1. Select an Excel cell A1. While [Select] A1, [Select] Object in Range, Method in Set Text. Change the font color to red with: Selection.Font.Color = RGB(255, 0, 0).
- 2. In Word delete a single character to the right with: Selection.Delete (size = 1, characterCount = 1). Object = Selection, Method = Delete.
- 3. Word Tip: Select no, TypeDeleteSpace, deletes a single character to the left.
- 4. Navigate to an Access Form control with: Me! [ControlName]. Set Focus. Object in Me, Sub-object = [ControlName], Method = SetFocus.
- Access Tip: "Me" is a useful substitution for the current form's component names.

Visual Basic For Applications Manual

Paul McFedries,Paul MacFedries

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Visual Basic 2008 Programming Black Book, Platinum Edition (With Cd) Kogent Solutions Inc.,2009-03 Visual Basic 2008 Black Book Is The Most Comprehensive Book That You Will Find On Visual Basic Net It Contains Useful Material On All The Concepts Of Visual Basic 2008 And At The Same Time Teaches You How To Implement These Concepts Programmatically By Providing Appropriate Examples Along With Detailed Explanations This Edition Of The Book Particularly Deals With Some New And Advanced Topics Such As Wpf Wcf Wf Asp Net Ajax Silverlight And Linq This Unique Book On Visual Basic 2008 Has Extensive Coverage Of The Language No Doubt Every Aspect Of The Book Is Worth Its Price Part I Net Framework 3 5 And Visual Studio 2008 Chapter 1 Getting Started With Net Framework 3 5 Chapter 2 Introducing Visual Studio 2008 Part II Visual Basic Programming Language And OOPS Chapter 3 Introducing Visual Basic 2008 Chapter 4 Flow Control And Exception Handling In Visual Basic 2008 Chapter 5 Object Oriented Programming In Visual Basic 2008 Part III Windows Forms And Wpf Chapter 6 Windows Forms In Visual Basic 2008 Chapter 7 Windows Forms Controls I Chapter 8 Windows Forms Controls II Chapter 9 Windows Forms Controls III Chapter 10 Windows Forms Controls IV Chapter 11 Windows Forms Controls V Chapter 12 Introducing Windows Presentation Foundation Chapter 13 Working With Wpf 3 5 Controls Resources Styles Templates And Commands Chapter 14 Using Graphics And Multimedia In Windows Forms And Wpf Part IV Asp Net 3 5 Chapter 15 Introducing Asp Net 3 5 And Web Forms Chapter 16 Standard Web Server Controls Chapter 17 Navigation Controls In Asp Net 3 5 Chapter 18 Login And Web Parts Controls In Asp Net 3 5 Chapter 19 Enhancing Web Applications With Silverlight Part V Services And Deployment Chapter 20 Asp Net 3 5 Web Services Chapter 21 Introducing Windows Communication Foundation Chapter 22 Deploying Windows And Web Applications Part VI Ado Net And Linq Chapter 23 Data Access With Ado Net Chapter 24 Data Binding In Windows Forms And Wpf Applications Chapter 25 Data Binding In Asp Net Applications Chapter 26 Working With Linq Part VII Advanced Topics Chapter 27 Working With Windows Workflow Foundation Chapter 28 Threading In Visual Basic 2008 Chapter 29 Collections And Generics Chapter 30 Working With Xml And Net Chapter 31 The My Object Chapter 32 Net Assemblies Chapter 33 Developing Windows Mobile Applications Chapter 34 Security And Cryptography In Net Chapter 35 Net Remoting In Visual Basic 2008 Chapter 36 Human Resources Management System 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 applications 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 **COBOL and Visual Basic on .NET** Chris L. Richardson,2013-11-09 This is a comprehensive .NET retraining guide written for the COBOL CICS mainframe programmer from the perspective of a former COBOL CICS programmer Visual Basic for Applications Unleashed Paul McFedries,Paul MacFedries,1997 Visual Basic for Applications is now the common language for developing

macros and applications across all Microsoft Office components including Word Excel Access PowerPoint and Outlook Targeted at accomplished and expert users this book allows users to exploit the power of Office 97 The CD contains sample code **The Visual Basic 3 for Windows Handbook** Gary Cornell,1993 An essential guide for all users of Visual Basic for Windows Includes all the programming information you need to write effective programs from explaining the Visual Basic environment to creating custom applications Filled with plenty of programming examples and code this is the book that lets you take full advantage of Microsoft's award winning programming language **Visual Basic 5 Developer's Handbook** Evangelos Petroutsos,1998 A high end hardcover programming book for the experienced Visual Basic programmer this title helps developers extend their VB5 skills The book focuses on the most significant advances in Visual Basic 5.0 including hot Internet add ins The CD ROM includes over a dozen custom applications compiled with VB5's new p code compiler no DLLs required **Visual Basic Language Developer's Handbook** Ken Getz, Mike Gilbert,2000 This follow up to the successful VBA Developer's Handbook is a significant revision because it targets a much broader audience and focuses on all the new improved programming techniques that aren't available from any other source The book and CD include hundreds of reusable functions and classes that readers can use in their own programming projects with little or no modification **Access 2002 VBA Handbook** Susann Novalis, Dana Jones,2001-11-05 How Far Can You Go with Access 2002 The answer depends on your knowledge of VBA programming If you really want to get the most out of Access the Access 2002 VBA Handbook is essential reading If you are an experienced user of Access you get the step by step instruction you need to be dramatically more productive And if you are a more experienced developer you get the advanced VBA programming skills you need to build the Access applications your users require Coverage includes Running queries to find specific records Automating complex and time consuming procedures Importing data from existing data sources Synchronizing forms and tables Understanding the ADO and DAO models Understanding the essentials of Visual Basic for Applications VBA Customizing the Access user interface Creating procedures to change Access's default error handling processes Accessing data using OLE DB and ODBC Creating VBA procedures for navigating a database or project Writing VBA procedures using object properties and methods Creating relationships between forms Executing commands using SQL statements in VBA code Using ActiveX controls in your VBA procedures **Microsoft Visual Basic for Applications (VBA)** John Sestak, CEP, Inc, Sestak, 2000-07 Explore and customize your Office applications with Visual Basic for Applications Beginning Course This text provides a thorough introduction to the Visual Basic for Applications language and features step by step instructions to guide students in programming the Microsoft Office applications Extensive end of chapter exercises also offer plenty of hands on practice and reinforcement **Programming Business Applications with Visual Basic** William E. Burrows, Joseph D. Langford, 1997 Very Good No Highlights or Markup all pages are intact **Access 2000 VBA Handbook** Susann Novalis, 1999-08-05 Want to get the most out of Access Then you need to know VBA Access 2000 is here

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Using Excel Visual Basic for Applications Elisabeth Boonin,1996 This guide focuses on need to know information and points out what the reader doesn t have to worry about Boonin brings programming to the nontechnical user with real world applications as code examples Find the Bug exercises and review questions and exercises in each chapter help the reader learn quickly

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