

# 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 > 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.

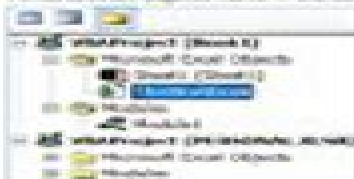
1. Press <Alt+F11> or choose **DEVELOPER > VISUAL BASIC**.
2. Open the left-side Project Explorer pane. If necessary, use **VBA > PROJECT > EXPLORER** or <Ctrl+R>.

## 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+> (press and hold) 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://msdn.microsoft.com/en-us/library/ms345414.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 FILE 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 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 + 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+PS** - Display a list of macros in Excel or Word.

# Vba Guide

**United States. Department of  
Veterans Affairs**



## **Vba Guide:**

*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 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

*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 turn 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
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**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 s 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

**Excel VBA** Elite Tech Academy, 2019-05-17 Get the Kindle version FREE when purchasing the Paperback Have you always wanted to learn EXCEL VBA Programming but are afraid it ll be too difficult for you What if you had access to an Excel VBA guide who would literally take you step by step through every essential process of learning this application Excel is one of the most powerful software tools in the world for collecting analyzing and summarizing data but its incredible power comes at a cost Excel is a massive program and it can literally take a beginner months or even years to master it Research shows that many first time Excel users don t take advantage of all the program s functionality Beginners continue to manually enter data instead of easily using macros that could save them a ton of time and skyrocket their productivity Over the years I have realized that nearly every operation that you could perform with a mouse keyboard or a dialog box could also be done by using VBA Further if it can be done once with VBA it can easily be done a hundred or a thousand times As you read this book you will start to realize the incredible power that VBA has in automating repetitive or routine tasks Whether your goal is to use Excel VBA in your day job to enhance your productivity or you would like to use your VBA Programming skills in another profession I can tell you this This book is for you This is my step by step manual that will literally take you through every essential process of mastering the basics of Excel VBA Programming Here s What You ll Discover The TOP 5 reasons why you should Learn Excel VBA Programming today You have never used VBA before No worries as I will take you step by step with images to getting started with the Visual Basic Editor What are Objects and Object Properties in EXCEL VBA Find out on pages 19 through 22 An Introduction to Programming Concepts such as Variables Program Control Looping structures and Syntax to get you ready for the next level The 2 most Critical Rules that you MUST follow while Scoping and 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

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*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 *Excel VBA* Jason Jay,2017-09-07 EXCEL VBA Excel Visual Basic for Applications is the most powerful feature Microsoft Excel has which let you do what simple formulas can t For example develop Apps If you have already learned some Excel Formulas and you feel you re ready to take the next step or maybe just want to enter to the programming world then EXCEL VBA FOR BEGINNERS is for you This book is a step by step guide to let you make your first Apps using Microsoft Excel Each chapter will contain a certain number of relevant topics with illustrations and exercises where necessary this will all be finished off with an end of chapter quiz for an easy and enjoyable learning This book includes topics related to Apps performance Security and even interaction with other Apps It contains detailed projects step by step

with Illustrations which will give you enough experience to help you succeed in the VBA programming world It also will introduce you with the most common bugs VBA beginners commit so you ll get familiarized with them It is easy to understand and very complete You ll do great things after you complete this book **CLICK ADD TO CART AND GET YOUR COPY NOW**

**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 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 Excel VBA William Ironside,2019-07-18 Quickstart guide for Microsoft Excel VBA

ProgrammingVBA Programming in Microsoft Excel is an incredibly versatile and powerful language for automating all kinds of complex tasks but only if you know how to use VBA to its full potential Need to learn how to program using VBA in Excel fast Microsoft Excel can be used for so much more than simple spreadsheets When you understand how to use VBA in Excel you unlock a world of computing power and possibilities Get the most out of Excel simply by following the easy instructions fully explained inside this guide It doesn t matter if you have never programmed in Excel VBA before This step by step guide gives you everything you need to know to do more with Excel and VBA than you ever thought possible Fully up to date for 2019The world of computing is changing constantly and yesterday s instructions are useless today Save yourself the headache and frustration of trying to use a guide that just doesn t work anymore Brand new for 2019 this guide shows you exactly how to program VBA in Excel to boost your productivity and accomplish tasks you didn t know Excel could do for you Here is a preview of what you will learn in this guide Introduction to Excel VBA What Is VBA The Difference Between VBA and A Macro The Structure of A VBA Code The VBA Module Outline VBA Procedures and Routines Sub procedures Function procedures The Meaning of Statements Declaration statements Executable statements Assignment statements Objects Classes The Purpose of Collections The Relationship Between Different Objects Properties Methods Variables and Arrays

Conditions Loops Getting Used to the Developer Toolbar Understanding the VBA Development Environment Check out your first recorded macro Understanding Excel Dot Notation Conditional Logic VBA Examples and Techniques Copy and Paste Adding Buttons to Help You Stay Organized The Most Popular Excel Functions Frequent Troubleshooting And so much more If you aren't a tech savvy person have no fear With this guide in your hands that will not be a barrier for you any longer Learn Excel VBA Programming quickly and easily when you grab this guide now **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 turn 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 **Publications Catalog, LOG 1** United States. Department of Veterans Affairs,1993 **Excel VBA: Step-By-Step Guide to Excel VBA for Beginners** David Dalton,2018-08-29 Microsoft Excel VBA is a worthy program that not only enhances your experience with Excel but also enhances your programming skills Do You Want to Become An Expert Of Excel VBA Get this Book and Follow My Step by Step Explanations Click Add To Cart Now Excel VBA saves time and money and makes data representation and intricate calculations simple and automated Clearly the unsung hero of Microsoft Office Excel VBA provides a host of solutions which enable tasks to be completed without tediousness The following text delves into five chapters of different aspects of the subject illustrations included These include IDE loops and clusters Excel objects and their operations just to name a few The language is also simplified so even a novice will be able to grasp the programming terms CHAPTER 1 PROGRAMMING BASICS HOW TO INSTALL AND ENABLE VBA VARIABLES VBA FUNCTIONS INPUT OUTPUT GETTING THE VARIABLES TO AND FROM THE VBA VBA SUB PROCEDURES SUMMONING SUBROUTINES DIFFERENCES BETWEEN SUB PROCEDURES AND FUNCTIONS SEQUENTIAL ACCESS FILES CHAPTER 2 VBA INTEGRATED DEVELOPMENT ENVIRONMENT GETTING INTO IDE PROGRAMMING PARTS IN EXCEL HELP PROCEDURES WITH VBA CHAPTER 3 STARTING PROGRAMS WITH VBA VARIABLES CONSTANTS AND DATA TYPES DECLARATION OF VARIABLES OBJECT

AND STANDARD MODULES VARIABLE SCOPE DATA TYPES STRING DATA NUMERICAL DATA MODES YIELD AND INPUT WITH VBA YIELDS WITH THE MSGBOX CHAPTER 4 LOOPS AND GROUPS APPROVAL OF DATA APPROVAL WITH THE BOX WORK VALIDATION THROUGH THE SPREADSHEET CELL ONE DIMENSIONAL EXHIBIT DYNAMIC CLUSTERS MULTI DIMENSIONAL ARRAYS CHAPTER 5 EXCEL OBJECTS COLLECTION OBJECTS WORKSHEET OBJECT RANGE OBJECT WORKING WITH OBJECTS LOOPING THROUGH A RANGE UTILIZATION OF THE CELL PROPERTY OFFSET PROPERTY BASIC DEBUGGING OF DOCUMENT INPUT AND OUTPUT Don't miss out on this new step by step guide to Excel VBA Get your copy now to learn all about it [VA Catalog 1-P Publications Log 1, September, 2003 ,2004](#) **Excel VBA & Excel Macros** Hein Smith,2019-06 Trying to Learn Excel VBA without instruction is Like trying to learn to read without instruction Do you want to become an Expert in Microsoft Excel Is your dream to become an advanced Excel Macro specialist Whatever your answer may be I am sure you wouldn't pass up the opportunity to find out more about the subject With Excel VBA Excel Macros you can take your Excel skills to a whole new level This book will help you win at your daily work with some absolutely smart tricks to use This Excel VBA Excel Macros book contains everything you need to know about Excel VBA Macro Programming and has the following guides A Step by Step Guide to Learn and Master Excel VBAs A Step by Step Guide to Learn and Master Excel Macros Top Tips Tricks Timesavers and Common Mistakes in VBA Programming Topics Covered in This Book Include Guide 1 A Step by Step Guide to Learn and Master Excel VBAs 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 Guide 2 A Step by Step Guide to Learn and Master Excel Macros If you want to save time and increase your productivity rate this book will help you develop the skills and knowledge necessary to navigate Excel Macros The goal is to provide you with a step by step instruction and guide you on how you can create VBA macros Aside from that this book will help you learn how to customize your applications so that they can look and function exactly the way you want Inside you are going to find topics that include Getting started with Excel Macros Improving the security of your Macros Learning how you can send an Email in Excel Macros through the touch of a button Debugging common problems with a featured macros Using VBA User Forms and Controls And many more Guide 3 Top Tips Tricks Timesavers and Common Mistakes in VBA Programming Do you use Excel VBA often Have you been looking for a way to up your Excel skills Well look no further This book is exactly what



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