

Visual Basic for Applications 2016 Introduction

Visual Basic for Applications (VBA) is the programming language for most Office applications. In Microsoft Office applications, VBA can automatically complete your basic tasks or even "trick" the program into performing a specific task. For example, you can create a project such as a report generator, which runs regularly, automatics on entire procedures.

Starting the Developer tab

Microsoft Office 2016 includes the Developer tab, which provides quick access to macros, VBA code, and interapplication controls.

1. Choose **File**, **Options**, then **Customize ribbon**.
2. Click the **Developer** checkbox in the right side of the **Customize ribbon** window, as shown in Figure 1-1.

Setting Macro Security

1. Choose **File**, **Options**, **Advanced**.
2. Choose one of the **Macro Settings**: **Enable** (left), **For Use by Developers** (middle), or **Block** (right).

Organizing VBA Projects

The Microsoft Office suite and Office applications are used to create and organize VBA code. In addition, Project Explorer panels look at your code using a different representation. The options reflect the place Microsoft keeps the VBA code.

1. The **Project Explorer** lists any open VBA Workbooks, and their macros.
2. The **Microsoft VBA** has macros listed with user interface (UI) icons.
3. Projects in Microsoft Office are larger pieces in the right pane.
4. Code assigned to a宏 (macro) appears in that Workbook, while module code appears in any Workbook in the project.
5. Macro code is in **Project Explorer** pane, **Macros** section, as shown in Figure 1-2.

Opening or Creating Code Windows

1. Choose **Developer**, **Visual Basic**, then open the **Visual Basic Editor** (VBE) pane by clicking **Switch to Visual Basic Editor**.
2. Right-click any Project Explorer macro, module, or class, and choose **Open** (or **Open With**), or **Open With Microsoft Word** (or **Open With Microsoft Excel**).
3. Right-click any **Project Explorer** macro, **Module**, or **Class Module** name, and choose **Open With Microsoft Word** (or **Open With Microsoft Excel**).

Opening a Code Window

1. Right-click any object or macro name in a **Project Explorer** window.
2. Choose **Open** (or **Open With**), then choose **Open With Microsoft Word** (or **Open With Microsoft Excel**).
3. Right-click any **Project Explorer** macro, module, or class, and choose **Open With Microsoft Word** (or **Open With Microsoft Excel**).

Opening VBA Code

1. Open an existing code window or add a new module.
2. Position the cursor at the code insertion point. If necessary, run **Developer**, **PROPERTIES**.
 - 3. Choose **Macro** (see **Code Name** below).
 - 4. Select **Tools** to automatically link with a subroutine, or **PROTOTYPES** to make parameter calculations.
 - 5. Select **PUBLIC** to make your module publicly available to any application. **PRIVATE** will restrict its use to the subroutine being created or modified.
 - 6. Select **"Set As Local Variable At Startup"** to ensure the value of the subroutine's variables after code execution will stay stored in memory.
7. Click **OK**.

8. Enter your code in an organized way (see **Organizing Code**).

9. Choose **FILE**, **SAVE** (see **Saving Code**).

10. Save this macro code to a local or shared by recording actions in **Actions**. Then copy the recorded code to another macro.

Starting VBA Code

Manually

1. Choose **Developer**, **Macros**.
2. Click the subroutine name in the **MACROS** section. If the macro is not being run, click **Run** (positioned to the right of the subroutine's name).
3. Click one of the buttons on the right side: **Run**—Runs the code no parameters; **STOP**—Stops the code no parameters after the last macro step; **Run with**—Run the macro with the specified parameters; **Run with**—Runs the subroutine; **Run with**—Runs the subroutine with the specified parameters.

Automatically

Macros can be triggered by opening, running, or other actions, or on the basis of Office events or tasks.

1. For **Macros** using the **Run Command**, **Run Code**, **RunWithArgs**, and **RunWithParam** (see **Run the Subroutine**).
2. Add **Events** (see **Run the Subroutine**) to automatically trigger another subroutine.
3. To automatically run code when opening a Workbook or Worksheet, choose **AutoOpen** (see **Run the Subroutine**) in **Microsoft Word** (or **Microsoft Excel**) and **Run** (see **Run the Subroutine**).
4. To run a subroutine automatically when an Action item is selected, and the steps listed in **Run the Subroutine**.

Saving Code

Code can only be correctly saved in the Office **Macro** (.MCD) file type for Word documents, Microsoft Word (.DOCX) files, Excel (.XLSX) files, PowerPoint (.PPTX) files, Access (.ACCDB) files, and SharePoint (.MOX) files.

1. Choose **File**, **Save** (see **Save the Subroutine**).
2. In **"Save As"**, choose **Macro** (see **Open the Subroutine**).
3. Choose a location, specify a filename, then **Save**.

Saving Macro Names

Macro names can be used to reference the subroutine in the **Run Command**, **Run Code**, **RunWithArgs**, or **RunWithParam** (see **Run the Subroutine**). To save this macro name, the **Code Name** must be changed to the following from the **PROPERTIES** window:

- 1. In **Tools**, choose **Macro** (see **Code Name**).
- 2. Right-click the macro, choose **Run With** (see **Run the Subroutine**).
- 3. Right-click the macro, choose **Run With** (see **Run the Subroutine**).
- 4. Then, click **OK**.

Macro names can be used to reference the subroutine in the **Run Command**, **Run Code**, **RunWithArgs**, or **RunWithParam** (see **Run the Subroutine**).

Code Name Issues

- 1. Code names must begin with a letter.
- 2. Subsequent characters should only be letters, numbers, or underscore characters.
- 3. Good practice makes names shorter than 25 characters and eliminates underscores (no spaces).
- 4. Macro names that are the same as cell references in Excel or restricted with arguments such as **NUMBER**.

VBA Editor Tips

1. The **Project Explorer** pane is best used to navigate between code modules.
2. Use the code window's **Procedure** drop list (see **Navigating Code Windows Lists**) to navigate between subroutines in a long code module.
3. Click the **Project Explorer** ribbon item **Ctrl** at the top of the pane to toggle between a grouped (for Windows) and a straight list. Making this change in any one Office application will affect all Office applications.
4. To maximize the code window, close all other windows and panes.
5. To directly edit a macro in Excel or Word press **Alt+F8**, enter the macro name, then **Ctrl+F8** (see **Macro**) to close the VBA Editor and return to the 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 complete 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 data from a table with an event macro selected. Before the **Macro** (see **Run the Subroutine**) macro runs from the **Object** drop list at the top of the VBA code window, **Macro** automatically is automatically renamed **Macro** (see **Run the Subroutine**). However, the **Macro** (see **Run the Subroutine**) macro is not run, and instead the **Macro** (see **Run the Subroutine**) macro is run.

Navigating Code Window Lists

Object List Items

GENERAL: Displays a list of existing subroutines and functions procedures.

DELEGATE or **INHERITED**: Displays code for the selected class definition or methods.

DOCUMENT: Displays code for a selected Word document, Excel, or PowerPoint document. **DOCUMENT** (see **Run the Subroutine**) displays code for the active object in selected words. The selected term of object.

Procedure List Items

DELEGATE: Is used to a code member's **Declarations** area above the first procedure. **Declarations** are above the first procedure that acts on the selected object. **Declarations** (see **Run the Subroutine**) is used to reference an object's members.

GENERAL: To navigate to an existing procedure from a code window.

Useful Keyboard Shortcuts

Ctrl + **Shift** + **Space**: Press this key when writing an Office application code to automatically code with the **Declarations** (see **Run the Subroutine**) key. This combination is very convenient if you are used to writing subroutines.

Ctrl + **F2**: Displays the **Macro** (see **Run the Subroutine**) window.

Alt + **F8**: Displays a list of macros in Excel or Word.

Vba Quick Reference Card

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Financial Modeling Using Excel and VBA Chandan Sengupta,2004-02-26 Reviews all the necessary financial theory and concepts and walks you through a wide range of real world financial models cover **Visual Basic for Applications (VBA)**

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complete Access 97 command reference provides you with key information on the most important Access 97 features With a comprehensive index and an exhaustive command reference you ll have all the essential information you need to master Access 97 at your fingertips **Introduction to AutoCAD 2007** Paul Fritz Richard,Jim Fitzgerald,2007 This modern book addresses advances in technology and introduces users to 2 dimensional drawing skills and commands using the current release of AutoCAD It continuously builds on concepts covered in previous chapters contains exercises combined with in text notes and offers examples that provide the how and why of AutoCAD fundamentals Projects created using the software will

give readers hands on experience and a thorough understanding of how to use AutoCAD in the 21st century Quick Start chapter Allows users to get up to speed in no time to create and even plot AutoCAD drawings Real world examples includes drawings from an actual 30 story office tower and condominium designed and built in Portland OR Coverage of advanced subjects explained in layman s terms often insufficiently addressed in other books Anyone involved with AutoCAD

Residential Design Using AutoCAD 2007 Daniel John Stine,2006 This textbook starts with a basic introduction to AutoCAD 2007 and then begins a house floor plan Using step by step tutorial lessons the residential project is followed through to create elevations sections details etc Throughout the project new AutoCAD commands are covered at the appropriate time Focus is placed on the most essential parts of a command rather than an exhaustive review of every sub feature of a particular command Table of Contents1 GETTING STARTED WITH AUTOCAD 2007 2 CRASH COURSE INTRODUCTION The Basics 3 DRAWING ARCHITECTURAL OBJECTS Draw Modify 4 Residential Project FLOOR PLANS 5 Residential Project EXTERIOR ELEVATIONS 6 Residential Project SECTIONS 7 Residential Project Plan Layout Interior Elevations 8 Residential Project Site Plan 9 Residential Project Schedules Sheet Setup 10 Residential Project Lineweights Plotting 11 Appendix A Introduction to 3D Modeling **PC Mag** ,1994-08 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 **Autocad 2007** Sham Tickoo,2007 Updated to the newest release AutoCAD 2007 A Problem Solving Approach is a comprehensive resource containing detailed explanations of AutoCAD 2007 commands that enables both basic and advanced users to take maximum advantage of Autodesk s newest and most primary software features Carefully organized to progress from the rudiments of AutoCAD to the important concepts of 3D modeling and finally customization this book caters to the needs of beginners as well as industry professionals **The Publishers Weekly** ,2000 **Discovering AutoCAD 2008** Mark Dix,Paul Riley,2007 Designed for introductory AutoCAD users Discovering AutoCAD 2008 offers a hands on activity based approach to the use of AutoCAD as a drafting tool complete with techniques tips shortcuts and insights that improve efficiency Topics and tasks are carefully grouped to lead users logically through the AutoCAD command set with the level of difficulty increasing steadily as skills are acquired through experience and practice Straightforward explanations focus on what is relevant to actual drawing procedures and illustrations show exactly what to expect on the computer screen Introduces readers to the AutoCAD commands using a structured intuitive approach Provides a simple overview of basic command procedures in a step by step format Demonstrates what users should expect to see on their screen and encourages self paced study Includes drawing suggestions timesaving tips and meaningful explanations of how to use techniques in actual applications Working drawings accompany drawing problems Designed for introductory AutoCAD users **Introducing AutoCAD 2010 and AutoCAD LT 2010** George Omura,2009-08-04 Bestselling AutoCAD author George Omura presents a fast focused course in AutoCAD

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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 **PC**

Graphics & Video ,1996 *Journal of Object-oriented Programming* ,1999 **Component Strategies** ,1999

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Data Visualization in Excel Jonathan Schwabish, 2023-05-30 This book closes the gap between what people think Excel can do and what they can achieve in the tool Over the past few years recognition of the importance of effectively visualizing data has led to an explosion of data analysis and visualization software tools But for many people Microsoft Excel continues to be the workhorse for their data visualization needs not to mention the only tool that many data workers have access to Although Excel is not a specialist data visualization platform it does have strong capabilities The default chart types do not need to be the limit of the tool's data visualization capabilities and users can extend its features by understanding some key elements and strategies Data Visualization in Excel provides a step by step guide to creating more advanced and often more effective data visualizations in Excel and is the perfect guide for anyone who wants to create better more effective and more engaging data visualizations

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