

Visual Basic® for Applications 2016 Introduction

Visual Basic® for Applications (VBA) is often programming language, or code, used to automate tasks in Microsoft® Office applications. This can usually be done without writing VBA code or having created that code by recording a macro. In either case, the code is placed inside the **Normal** module, which stores together, performs and writes procedures.

Showing the Developer Tab

Always display the **DEVELOPER** tab so it provides quick access to macros, VBA code and related security settings.

- Choose **FILE > OPTIONS**, then **CUSTOMIZE** REGION.
- Click the **DEVELOPER** checkboxes in the right side of the **CUSTOMIZE** TAB. **Macros** column and **VBA CODE**.

Setting Macro Security

- Choose **DEVELOPER > MACROS** Security.
- Choose one of the **MACRO SETTINGS**, then **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. The left-side Project Explorer pane lists, or tree structure, of projects, representing the open Office files, plus associated Objects or Microsoft Forms.

- The **Objects** folder lists any open file's documents, .
- 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 .

2. Open the left-side Project Explorer pane, if necessary, with **VIEW > PROJECT EXPLORER** or **<Ctrl+E**.

Opening or Creating Code Windows

- Double-click any Project Explorer item to open its code window. If necessary, click **Switch** then **Editor**.
- Right-click any Project Explorer item and choose **EDIT** / **MODULE**. No code is in the 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. See **Navigation** to:

- Excel: Project name = Workbook name or Personal.xls, Object name = Microsoft name.



- Word: Project name = Document name or Normal Objects name = ThisDocument.
- Access: Project name = Database file name, Objects name = Name of form or report.
- PowerPoint: Project name = PowerPoint file name, Modules and module windows are listed.

Deleting a Code Window

- Right-click an object name in Project Explorer and select **DELETE** (Windows name) ...
- [OK] No form that you've changed, you want to import the code for updating.

Creating VBA Code

- Open an existing code window or add a new module.
- Position the cursor at the code insertion point, if necessary, and choose **INSERT > PROCEDURE**.
 - Enter a **NAME** (see **Code Name Rules**).
 - Select **Sub** to automatically insert with **Sub** statement, or **Function** to perform calculated calculations.
 - Select **Public** to make your code globally available to any subroutine. **PRIVATE** will restrict its use to the subroutine being created or modified.
 - Select "Set local variables" as **Return** to return the value of the parameter's variable after code execution ends (e.g., **value = myString**).
 - EndSub** [OK].
- Enter your code in an organized way (see **Organizing Code**).
- Choose **FILE > SAVE** (see **Saving Code**).

Tip: Note that nothing code is lost or overwritten by recording actions in a Macro, then applying the recorded code to your module.

Organizing VBA Code

Manually

- Choose **DEVELOPER > MACROS**.
- [OK] The sub宏 name is the **MACRO NAME** box, if the first in line, restrict the macro to the location from the **MACROS** list.
- [OK] one of action buttons on the right side:
Run = Run the code for completion.
Stop (F5) = Run code inside Sub or Function to help you catch errors. For details, see **Breakpoint**.
Exit = End the module code.
DELETE = Deletes the selected code.
OPTIONS = Used for creating a keyboard shortcut for the macro.

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 Windows** and **Visual Code Events** for examples of event triggering.
- Add the code **Sub** (name of subroutine) to run as automatically from another subroutine.
- To automatically run code upon opening a document or workbook, create a subroutine called **Document_Open** (Object) in **Normal**'s **ThisDocument** module or a subroutine called **Workbook_Open** on Excel's **ThisWorkbook** code module.
- Tip: No run a subroutine automatically when an access database opens, use the steps listed in <http://www.Microsoft.com/Microsoft/VBA>.

Saving Code

Code can only be saved by saving the Office file it's stored in. Default file types for Excel, Word or PowerPoint (.xlsx, .xlsm, .xslm, .xslm) cannot contain macros, therefore in these programs:

- Choose **FILE > SAVE** or press **<Ctrl+S**.
- If a "macro" warning message goes up, click **OK**.
- Change **SAVE AS TYPE** to **MACRO (.MACRO1)** when **<Shift**, **<Ctrl**, **<Shift**.

Sharing VBA Code

Macros recorded in Excel or Word can be used to automatically update the current worksheet/document, regardless of the subroutine or document. To save a recorded macro globally, choose the following from the **STUDY MACROS** drop list in the **RECORD MACRO** dialog box:

- In Excel, choose **PERSONAL MACRO WORKBOOK**.
- In Word, don't change the default **ALL DOCUMENTS** (Normal) (.Normal)-choose.
- VBA code can also become globally available under the **Normal** project in Word or the **PERSONAL** (.Normal) project in Excel.

Code Name Rules

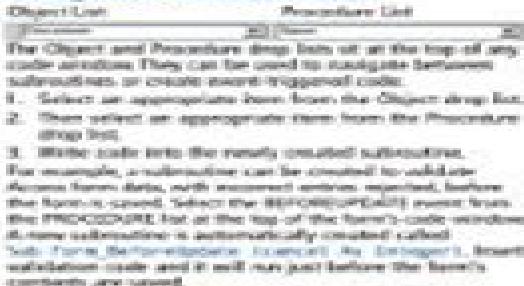
- Code names must begin with a letter.
- Non-alphabetic characters should only be letters, numbers, or underscores characters.
- Good practice: use numbers (shorten from 255 characters) and underscores (underscores for spaces).
- Macro names that are the same as cell references, objects or restricted VBA keywords such as **Function**.

VBA Editor Tips

- The **Project Explorer** pane is best used to navigate between code windows.
- Use the **code windows** **Procedure** drop list (see **Navigating Code Windows**), to navigate between subroutines in a long code window.
- Clicking the **Project Explorer** folder icon at the top of its pane to toggle between a grouped list (folders) 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 macro in Excel or Word, press **<Alt+F8**, select the macro name, then **EDIT 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 sit on the top of any code window. They can be used to navigate between subroutines or create event-triggered code.

- Select an application from the Object drop list.
- Then select an appropriate item from the Procedure drop list.
- Write code into the newly selected subroutine. For example, a subroutine can be created for a selected Access form (a, with recordset selected), before the **Normal** code. Select the **Normal** (.Normal) module from the PROCEDURE list at the top of the form's code window. A macro subroutine is automatically created called **AutoForm** (Normal). To change, click **Normal**, record subroutine code and it will now just before the **Normal** comments are run.

Navigating Code Windows Lists

Object List Items

GENERAL: Displays all existing subroutine and function procedures.

WORKSHEET or **WORKBOOK**: Displays code for the selected Excel worksheet or workbook.

DOCUMENT: Displays code for a selected Word document.

ACCESS or **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 subroutine's declarations, click above the first procedure.

FUNCTION: To create a procedure or to display code that acts on the selected object.

PROCEDURE: 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 **Alt+Open** code will be displayed.
- Ctrl+Break** = Stop running code. This key combination is particularly useful in testing infinite loops.
- F4** = Displays the **Macro** (Macro Browser) definition of an object, method, or property reflected in code windows.
- Alt+F8** = Displays a list of macros in Excel or Word.

Vba Quick Reference Guide

**Paul J. Sanna,Paul Sanna,Christa
Anderson**

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[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 [Quick 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

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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 sites 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 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/0ByKhnUYAjlQTm1kdVJFWTh0cTQ/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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