

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+R>**.

Opening or Creating Code Windows

- Double-click any Project Explorer item to open its code window. If necessary, click **Open** in the containing folder by **[Ctrl+Shift]** then **double-click**.
- 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 names = Workbook names or Personal.xls, Object names = Microsoft name.
- 
- Word**: Project names = Document names or Normal Objects names = ThisDocument.
- Access**: Project names = Database file names, Objects names = Name of form or report.
- PowerPoint**: Project names = PowerPoint file names, Modules and module windows are named Module1, 2, 3, ...

Deleting a Code Window

- Right-click an object name in Project Explorer and select **DELETE** (Windows names) ...
- [Ctrl+D] to delete the project item(s) you want to import other code for sub-toggling.

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 a Subroutine, or **Function** to automatically insert 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 **Normal** to set the value of the **parameters** variable after code execution ends (e.g., **value = nothing**).
 - [Ctrl+K]**.
- Enter your code in an organized way (see **Organizing Code**).
- Choose **FILE > SAVE** (see **Saving Code**). Tip: Save your working code in Excel or Word by recording actions in a Macro, then applying the recorded code to your module.

Organizing VBA Code Manually

- Choose **DEVELOPER > MACROS**.
- [Ctrl+M] (the **Macros** icon) then **MACROS** (not **Macro**) then, if the first in the list, restrict it to a specific location from the **Macro** list.
- [Ctrl+M] one of **action** buttons on the right side: **NEW** = Starts the code for compilation, **STEP** (F8) = Runs one code line at a time to help you catch errors. For details, see **Breakpoint**, **EDIT** = Displays the selected code, **DELETE** = Deletes the selected code, **OPTIONS** = Used for creating a keyboard shortcut for the macro.

Authentications

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 when another subroutine.
- To automatically run code upon opening a document or workbook, create a subroutine called **Document_Open** (Object) or **Workbook_Open** (Object) methods or a subroutine called **Workbook_Open** on Excel's **ThisWorkbook** code module.

Tip: To run a subroutine automatically when an access database opens, use the steps found in <http://www.muhimbi.com/Documentation/VBA>.

Saving Code

Code can only be saved by saving the Office file it is stored in. Default file types for Excel, Word or PowerPoint (.xlsx, .xlsm, .xslm, .xslb) 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 > SUBS** to **MACROS** (not **BUFS**) when **<Shift>** is pressed.

Saving VBA Macros

Macros recorded in Excel or Word can be saved to another file by the current worksheet/document, or globally for all worksheets/documents. To save a recorded macro globally, choose the following from the **DEVELOPER** tab (not the **RECORD MACRO** button):

- In Excel, choose **PERSONAL MACRO WORKBOOK**.
- In Word, don't change the default **ALL DOCUMENTS** (Normal) (.DOCX)-choose.
- VBA code can also be saved globally if it is run under the **Normal** project in Word or the **PERSONAL** (.DOCX) project in Excel.

Code Name Rules

- Code names must begin with a letter.
- Non-alphabetic characters should only be letters, numbers, or underscores (underscores).
- Good practice: use numbers (shorter than 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 window's** **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 file (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 press **<Alt+F4>**.
- 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 (data, math, report) window, report, form, or query. Select the **MicrosoftWord** item from the **PROCEDURE** list at the top of the form's code window. A macro subroutine is automatically created called **Sub Form1_Open** (Subroutine). By changing, Record subroutine code and it will run just before the form's 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, **Dim** statements, and 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 = Deletes running code. This key combination is particularly useful in testing infinite loops.

Shift+F2 = Displays the **Macro** Object Browser definition of an object, method, or property reflected in code windows.

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

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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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Table of Contents Visual Basic 2010 Quick Reference Sheet

1. Understanding the eBook Visual Basic 2010 Quick Reference Sheet
 - The Rise of Digital Reading Visual Basic 2010 Quick Reference Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Visual Basic 2010 Quick Reference Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Visual Basic 2010 Quick Reference Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Visual Basic 2010 Quick Reference Sheet
 - Personalized Recommendations
 - Visual Basic 2010 Quick Reference Sheet User Reviews and Ratings
 - Visual Basic 2010 Quick Reference Sheet and Bestseller Lists
5. Accessing Visual Basic 2010 Quick Reference Sheet Free and Paid eBooks

- Visual Basic 2010 Quick Reference Sheet Public Domain eBooks
- Visual Basic 2010 Quick Reference Sheet eBook Subscription Services
- Visual Basic 2010 Quick Reference Sheet Budget-Friendly Options

6. Navigating Visual Basic 2010 Quick Reference Sheet eBook Formats

- eBook, PDF, MOBI, and More
- Visual Basic 2010 Quick Reference Sheet Compatibility with Devices
- Visual Basic 2010 Quick Reference Sheet Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Visual Basic 2010 Quick Reference Sheet
- Highlighting and Note-Taking Visual Basic 2010 Quick Reference Sheet
- Interactive Elements Visual Basic 2010 Quick Reference Sheet

8. Staying Engaged with Visual Basic 2010 Quick Reference Sheet

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Visual Basic 2010 Quick Reference Sheet

9. Balancing eBooks and Physical Books Visual Basic 2010 Quick Reference Sheet

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Visual Basic 2010 Quick Reference Sheet

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Visual Basic 2010 Quick Reference Sheet

- Setting Reading Goals Visual Basic 2010 Quick Reference Sheet
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Visual Basic 2010 Quick Reference Sheet

- Fact-Checking eBook Content of Visual Basic 2010 Quick Reference Sheet
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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