

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, then CUSTOMIZE RIBBONS**.
2. Click the **DEVELOPER** checkbox in the right side of the **CUSTOMIZE THE RIBBON** 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.

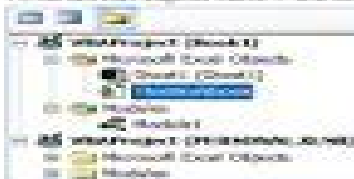
1. Press **<ALT>F11** or choose **DEVELOPER, VISUAL BASIC**.
2. Open the left-side **Project Explorer** pane, if necessary, with **VIEW, PROJECT EXPLORER** or **<Ctrl>R**.

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 Worksheet name. Objects name = Worksheet name.



- **Word:** Project name = Document name or Normal Objects name = TheDocument.
- **Access:** Project name = Database file name. Objects 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 **RECORD, MACRO SECURITY**:
 - a. Enter a NAME (see **Code Name Rules**).
 - b. Select **SUB** to automate tasks with a Subroutine, or **FUNCTION** to perform specialized 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., store 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 **MACROS** list. If the list is too long, restrict it to a specific location from the **MACROS** 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 written code.
 - DELETE** – Deletes the subroutine.
 - OPTIONS** – Useful for creating a keyboard shortcut to run the subroutine.

Automatically

VBA subroutines can be triggered by events, run 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 **Call 1 (Create or subroutines) 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 **ThisWorkbook** code window.
- Tip: To run a subroutine automatically when an Access database opens, see the steps listed in <http://blogs.msdn.com/AccessAccessVBA/>.

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, .docx, .pptx) cannot contain macros. Beneficial in some 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 (.*)** (docx, .xlsx, .pptx).
4. Choose a location, specify a FILE NAME, then **(Click) SAVE**.

Saving Global Macros


Macros, recorded in Excel or Word can be used to be available only to the current workbook/document, or globally for all workbooks or documents. To save a recorded macro globally, choose the following from the **TOOLS, MACROS** drop list in the **RECORD MACRO** dialog box:

- In Excel, choose **PERSONAL MACRO WORKBOOK**.
- In Word, don't change the default **ALL DOCUMENTS PERSONAL DOCUMENT**.
- VBA code can also be saved globally if it is manually created under the **NORMAL** project in Word or the **PERSONAL** project in Excel.

Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscores of 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 **DECLARE**.

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 macro 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 sit 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 incorrect entries rejected, before the form is saved. Select the **BEFOREUPDATE** event from the **PROCEDURE** list at the top of the form's code window. A new subroutine is automatically created called **Sub Form1_BeforeUpdate (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 or 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 testing infinite loops.

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.

Help Vba Reference Guide

Barnali Dixon,Venkatesh Uddameri

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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AutoCAD 2008 and AutoCAD LT 2008 Bible Ellen Finkelstein,2011-06-24 Whether you re new to AutoCAD or a veteran you will undoubtedly find this book to be an excellent resource Abhi Singh AutoCAD Product Manager Autodesk Inc Here s the book that makes AutoCAD approachable Even the people at Autodesk look to Ellen Finkelstein for AutoCAD

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AutoCAD 2004 Bible Ellen Finkelstein,2003-06-06 Includes new features such as more than eighty productivity tools new printing enhancements easier management of external reference drawings and much more No experience is required the first part guides novice users through the AutoCAD interface yet the book is so complete that even veteran AutoCAD users will want to keep it by their PCs The CD ROM includes beginning and finished exercise drawings from the book a trial version of AutoCAD bonus appendices freeware and shareware programs a links page more *AutoCAD 2005 For Dummies* Mark Middlebrook,2004-05-14 Shows how to use the leading technical drawing software AutoCAD and its less expensive sister product AutoCAD LT in the friendly easy to understand For Dummies style Shows first time AutoCAD users how to create precise and efficient 2 D technical drawings and get started with 3 D technical drawings Topics covered include creating a basic layout drawing and editing writing text in drawings plotting creating and editing external reference files CAD standards and drawing on the Internet Explores new features in the latest version of AutoCAD including text improvements streamlined Plot and Page Setup dialogue boxes increased emphasis on tool palettes better tools for transmitting sets of electronic files and much more Includes a new chapter on sheet sets and a new collection of features for creating managing and publishing all of the drawings that make up a project **GIS and Geocomputation for Water Resource Science and Engineering** Barnali Dixon,Venkatesh Uddameri,2016-02-08 GIS and Geocomputation for Water Resource Science and Engineering not only provides a comprehensive introduction to the fundamentals of geographic information systems but also demonstrates how GIS and mathematical models can be integrated to develop spatial decision support systems to support water resources planning management and engineering The book uses a hands on active learning

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Expert One-on-One Microsoft Access Application Development

Helen Feddema, 2004-04-14 What is this book about If you are developing databases for your own use the process need not be complicated But when you build databases for clients many of whom may not be familiar with Access or comfortable with databases in general you have a lot more work to do Expert One on One Microsoft Access Application Development makes that process easier In these pages you discover how to set up tables and relationships to ensure that the database is properly normalized Then you write VBA code to create the connective tissue that turns a bunch of tables queries forms and reports into a complete and coherent application You also find out about the important but often inadequately documented area of Automation code which is used to communicate with other Office applications Over years of working with Access the author has created some add ins to save time when developing applications She shows you how to use them to create a main menu for an application automatically apply a naming convention to database objects and ensure a consistent and professional appearance of the application s forms This book helps you write VBA code that unites database components into an application that works What does this book cover Here s what you ll discover in this book How to build integrated Access based applications that support multiple clients and databases Tips for streamlining application creation Maintenance required throughout an application s life cycle including migrating data from legacy systems and upgrading Office How to use Automation code to exchange data among Office components and even some non Office programs Ways to avoid glitches when building Access applications that work with Excel Word and Outlook Who is this book for This book is for experienced Access users who are familiar with creating Access objects and writing VBA code but who need help transitioning from competent users programmers to full fledged Access developers

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Douglas Florzak, 1999 Presents a clear road map for starting and maintaining a successful consulting business Whether you are already a consultant or thinking about becoming one this guide has everything you need This book shows you how to Create a business plan Set your rate Select the legal form of your business Set up retirement funding Choose appropriate insurance Market on the Internet Understand basic record keeping Also included is a recommended resource list and sample worksheets to help you start and maintain your consulting business If you are an experienced professional at a crossroads in your career this book can point you in the right direction

Just Enough AutoCAD 2006

George Omura, 2006-12-26 Your Guide to Essential AutoCAD Techniques Award winning and best selling AutoCAD author George Omura has developed this

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