

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.

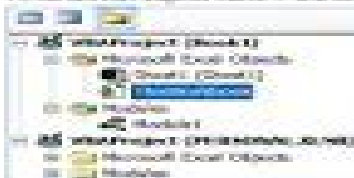
1. Press <ALT>F11 or choose **DEVELOPER, VISUAL BASIC**.
2. Open the left-side **Project Explorer** pane, if necessary, with **VIEW, PROJECT EXPLORER** or <Ctrl>R.

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, MACRO**.
2. (Click) the subroutines name in the **MACRO** list. If the list is too long, restrict it to a specific location from the **MACRO** 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 <Alt>1 (press or subscript icon) to the 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 **ThisDocument** 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, MACRO** 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 **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 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
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 triggered.

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

Steven Roman, PhD Steven Roman



Help Vba Reference Guide:

AutoCAD 2006 VBA Joe Sutphin,2006-11-14 This book will help you take full advantage of the Visual Basic for Applications programming environment within AutoCAD 2006 Whether you want to automate routine tasks or create sophisticated applications or design that can be generated programmatically this book will empower you to make AutoCAD work for you This book is also suitable if you re a power user who wants to make use of the advanced features of AutoCAD 2006 VBA and you need a fast reference for the full AutoCAD object model You ll learn to run Autodesk design tasks in the embedded VBA environment This book is loaded with source code examples and gives you no matter your skill level the necessary tools to accomplish your AutoCAD 2006 automation tasks **Customizing Autocad 2009** Cadcim,2009-09

AutoCAD 2009 and AutoCAD LT 2009 Bible Ellen Finkelstein,2011-06-24 Even Autodesk developers keep this book on hand Eight previous editions of fans ranging from novices to Autodesk insiders can t be wrong This bestselling comprehensive guide is your best one stop go to guide for everything you ll need to master AutoCAD Whether you re an AutoCAD veteran exploring what s new or a novice seeking to start with the basics and progress to advanced programming every feature is covered Start drawing today with the one book you need to succeed with AutoCAD 2009 Start drawing right away with the Quick Start project Draw view and edit in 2D then add text and dimensions Reference other drawings and link data to objects Build view and present complex 3D drawings Customize commands create shortcuts and use scripts and macros Program AutoCAD using AutoLISP and VBA What s on the DVD Trial versions of AutoCAD 2009 and AutoCAD LT 2009 Over 300 before and after drawings from working AutoCAD professionals A selection of helpful add on programs The entire book in searchable PDF System Requirements Please see the DVD appendix for details and system requirements Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Access 2024 / Microsoft 365**

Programming By Example Julitta Korol,2025-06-14 Transform your Access databases from simple data repositories to powerful automated applications with Access 2024 Microsoft 365 Programming by Example This isn t just another reference manual it s a practical step by step tutorial designed to guide you through the essentials of Visual Basic for Applications VBA within the Access environment Built for those who already understand basic Access database design and operations this book dives straight into practical examples and hands on exercises Each chapter builds upon the previous gradually introducing you to more complex concepts and techniques You ll learn how to automate tasks enhance functionality and create robust applications that streamline your workflow Each chapter includes integrated ChatGPT sections providing on the spot explanations code examples and answers to frequently asked questions This AI powered assistance transforms your learning experience making complex concepts more accessible and helping you overcome challenges with ease This book is perfect for Access users who are ready to take their skills to the next level Whether you re a beginner looking to start programming or an experienced user aiming to refine your abilities this tutorial provides a structured and approachable learning path This

book assumes you have a working knowledge of Microsoft Access including database design query creation and form development with subforms and controls Empower your Access skills today and build the applications you ve always envisioned

Introducing AutoCAD 2009 and AutoCAD LT 2009 George Omura,2008-07-28 The new edition of this hands on guide helps users of all skill levels learn the basics of AutoCAD 2009 and AutoCAD LT 2009 easily and efficiently Bestselling AutoCAD author and expert George Omura offers clear explanations a task based approach and pages of real world examples and exercises to make this thorough book more valuable and useful than ever Whether you re new to AutoCAD or just looking for a quick refresher you ll find the fast focused introduction to AutoCAD you need to get quickly up to speed For Instructors Teaching supplements are available for this title

Writing Word Macros Steven Roman,1999 Many Microsoft Word users and VBA programmers don t realize the extensive opportunities that exist when Word s object model is accessed using Visual Basic for Applications VBA By creating what is commonly called a Word macro you can automate many features available in Word Writing Word Macros previously titled Learning Word Programming is the introduction to Word VBA that allows you to do these things and more Book jacket

Office 2010 Library John Walkenbach,Michael R. Groh,Herb Tyson,Faithe Wempen,2010-11-17 A must have collection of Office 2010 application Bibles written by the world s leading experts Talk about a bargain Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world s leading experts of these applications provide you with an arsenal of information on the latest version of each program Three CDs are also included that feature bonus material including helpful templates worksheets examples and more to enhance your Microsoft Office 2010 experiences Features four essential books on the most popular applications included in the Office 2010 suite Excel Access PowerPoint and Word Excel 2010 Bible serves as an indispensable reference for Excel users no matter your level of expertise and updates you on the latest Excel tips tricks and techniques Access 2010 Bible offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible begins with a detailed look at all the new features in Word 2010 and then expends to cover more advanced intricate topics Office 2010 Library presents you with all encompassing coverage that you won t find anywhere else

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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 training so who better to teach you about AutoCAD 2008 This comprehensive guide brings veterans up to speed on AutoCAD updates and takes novices from the basics

to programming in AutoLISP r and VBA Every feature is covered in a logical order and with the Quick Start chapter you ll be creating drawings on your very first day Success is in your hands Start drawing right away with the easy Quick Start project Master commands and procedures for 2D drawings Work in 3D with hiding shading and rendering techniques Automate drawing annotation and the display of layers in viewports Organize and share data Customize commands toolbars hatch patterns and more What s on the DVD 30 day trial versions of AutoCAD 2008 and AutoCAD LT 2008 All drawings needed to complete the exercises in the book including before and after versions The entire text of the book in searchable PDF format A selection of add on programs that will enhance your use of AutoCAD System Requirements Please see the DVD ROM appendix for details and complete system requirements Connect to external spreadsheets and extract essential data from your drawing objects Draw and display sophisticated 3D models Develop flexible easy to use dynamic blocks [Access Database Design and Programming](#) Steven Roman,PhD Steven Roman,2002-01-07 The third edition of Steven Roman s introduction to Access Database covers design and programming and is suitable for both beginners and programmers who wish to acquire a more in depth understanding of the subject [Mastering AutoCAD 2009 and AutoCAD LT 2009](#) George Omura,2009-04-22 If you re looking for a tutorial or stand alone reference to AutoCAD and its latest features Mastering AutoCAD 2009 and AutoCAD LT 2009 is a book that can serve as both Understand the basics of interface and drafting tools review intermediate skills like using hatches fields and tables and master advanced topics like attributes dynamic blocks drawing curves and solid fills 3D modeling and imaging and customization and integration Learn everything you need to know about AutoCAD from concise explanations focused examples step by step instructions and hand on projects **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 approach to introduce fundamental concepts and numerous case studies are provided to reinforce learning and demonstrate practical aspects The benefits and challenges of using GIS in environmental and water resources fields are clearly tackled in this book demonstrating how these technologies can be used to harness increasingly available digital data to develop spatially oriented sustainable solutions In addition to providing a strong grounding on fundamentals the book also demonstrates how GIS can be combined with traditional physics based and statistical models as well as information theoretic tools like neural networks and fuzzy set theory **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 Successful Independent Consulting 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 **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 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 practical reference to help you learn AutoCAD basics easily and efficiently His straightforward explanations and realistic exercises focus squarely on

accomplishing vital tasks Whether you re completely new to AutoCAD or you re looking for a quick refresher to perform a particular task Just Enough AutoCAD 2006 provides the authoritative instruction you need You ll become familiar with the drafting tools of AutoCAD and AutoCAD LT and learn how to Draw accurately and quickly Effectively edit AutoCAD drawings Create 3D models Get organized with layers blocks groups and external references Efficiently add and edit notes and dimensions Find areas and distances quickly Extract hidden data Set up AutoCAD to work with your printer

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AutoCAD 2000 For Dummies Mark Middlebrook,Bud E. Smith,1999-08-11 With AutoCAD 2000 For Dummies you ll quickly discover just how easy it is to create professional quality designs and drawings Authors Mark Middlebrook and Bud Smith show you how to set up a design draw and edit lines add text and dimensions even incorporate AutoCAD documents into your Web pages all while avoiding those common gotchas Whether you re a new AutoCAD user or you ve just upgraded to AutoCAD 2000 this easy to use reference delivers all the answers you need to get up to speed Inside find helpful advice on how to Discover the new AutoCAD 2000 features and put them to work Take full advantage of color and lineweight with the new AutoCAD 2000 approach Use both menu and toolbar access to commands Set up a drawing so that it prints without problems Speed up your work by using the command line as an accelerator Enhance your Web pages with the new AutoCAD 2000 Web access features Increase accessibility of your AutoCAD drawings by using AutoCAD DesignCenter

Autocad 2004 Sham Tickoo,2004 Both basic and advanced AutoCAD users will benefit from the comprehensive drafting and design concepts explained in this book AutoCAD 2004 A Problem Solving Approach enables users to take maximum advantage of Autodesk s newest software features including the use of toolbars shortcut menus and dialog boxes while giving dedicated coverage to the important concepts of 3D modeling and customizing Comprehensive coverage equips readers with the essential drafting skills necessary for solving real world drawing problems Abundant illustrations examples and exercises further enhance the

detailed explanations of AutoCAD 2004 commands resulting in valuable insight into the essential features and functions of the software

XLIB Programming Manual, Rel. 5 Adrian Nye, 1992 Covering X11 Release 5 the Xlib Programming Manual is a complete guide to programming the X library Xlib the lowest level of programming interface to X It includes introductions to internationalization device independent color font service and scalable fonts Includes chapters on X Window System concepts A simple client application Window attributes The graphics context Graphics in practice Color Events Interclient communication Internationalization The Resource Manager A complete client application Window management This manual is a companion to Volume 2 Xlib Reference Manual

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