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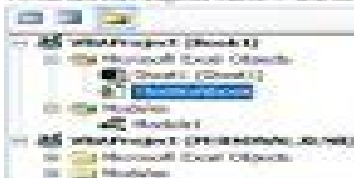
1. Press <ALT-F11> or choose DEVELOPER, VISUAL BASIC.
2. Open the left-side Project Explorer pane if necessary with VIEW, PROJECT EXPLORER or <Ctrl-R>.

## 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 Personal.xlsb. Objects name = Worksheet 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 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 INSERT, PROCEDURE.
   a. Enter a NAME (see Code Name Rules).
   b. Select SUB to automate tasks with a Subroutine, or FUNCTION to perform customized 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 Statics" to retain the value of the procedure's variables after code execution ends (eg., 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 MACRO NAME list. If the list is too long, restrict it to a specific location from the MACROS IN 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 [name of subroutine] 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 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, use the steps listed in blog.kwsts.com/AutorunAccessVBA.

## 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, therefore in these 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 (*.xlsm, *.docm, *.pptm).
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 use a recorded macro globally, choose the following from the USAVE MACRO IN drop list in the RECORD MACRO dialog box:

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

## Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscore 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 ISARRAY.

## 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 (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 [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 Form_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.

# Help Vba Reference Guide

**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    **The Visual Guide to Visual Basic for Applications** Richard Mansfield,1994 Microsoft s newest innovation creates a single internal language that works across its key application This first inside look at the tools techniques and features of VBA lets users with no previous programming experience get started creating and customizing applications using Microsoft Word Project Access and Excel Disk contains macros and valuable utilities    Excel Scientific and Engineering Cookbook David M Bourg,2006-01-17 Given the improved analytical capabilities of Excel scientists and engineers everywhere are using it instead of FORTRAN to solve problems And why not Excel is installed on millions of computers features a rich set of built in analyses tools and includes an integrated Visual Basic for Applications VBA programming language No wonder it s today s computing tool of choice Chances are you already use Excel to perform some fairly routine calculations Now the Excel Scientific and Engineering Cookbook shows you how to leverage Excel to perform more complex calculations too calculations that once fell in the domain of specialized tools It does so by putting a smorgasbord of data analysis techniques right at your fingertips The book shows how to perform these useful tasks and others Use Excel and VBA in general Import data from a variety of sources Analyze data Perform calculations Visualize the results for interpretation and presentation Use Excel to solve specific science and engineering problems Wherever possible the Excel Scientific and Engineering Cookbook draws on real world examples from a range of scientific disciplines such as biology chemistry and physics This way you ll be better prepared to solve the problems you face in your everyday scientific or engineering tasks High on practicality and low on theory this quick look up reference provides instant solutions or recipes to problems both basic and advanced And like other books in O Reilly s popular Cookbook format each recipe also includes a discussion on how and why it works As a result you can take comfort in knowing that complete practical answers are a mere page flip away    **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

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