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Visual Basic For Applications (VBA) 2013 Quick Reference Guide: Introduction (Cheat Sheet Of Instructions, Tips & Examples - Laminated)

Visual Basic® for Applications 2013 Introduction

Visual Basic for Applications (VBA) is a programming language built into Word, Excel, Access and other Microsoft applications. It is used to automate operations within those programs through a series of instructions, commonly referred to as macros. VBA instructions are manually entered into a code window within each application's linked VBA Editor. Only Excel and Word have a Macro recording feature to automatically create code.

Showing the Developer Tab

Always display the DEVELOPER tab so that you can quickly access the Macros, VBA code and related security settings.

1. Choose FILE > OFFICE > then CUSTOMIZE RIBBON.
2. Under CUSTOMIZE RIBBON, check DEVELOPER and OK.

Setting Macro Security

1. Choose DEVELOPER > Macro Security.
2. Choose one of the MACRO SETTINGS, then OK. Tip: Use the Enable All Macros option when working on your own code.

Create VBA Code

1. Press ALT-F11 to show the VBA (Visual Basic) Editor.
2. Open the left-side Project Explorer pane, if necessary, with VIEW > PROJECT EXPLORER or CTRL-R.
3. There are 3 main types of Code windows: Document, Module and Class. From Document windows parallel Office applications. Documents, Modules and Class from applications can be inserted for customized programming. VBA code is typically stored in a Module window. See Project Explorer Names.
3. Enable (On) the Code window name in Project Explorer. If necessary, first open a containing folder by clicking the folder's +.
4. If the Code window does not appear, Right-click the Project Name and choose INSERT > MODULE.
4. Choose INSERT > PROJECT > New Code Name Rule.
5. Select CTRL to create a Subroutine, or FUNCTION to create a function. OK.
5. Enter the code that creates FILE_SAVE (see Saving Code).

Tip: Save time writing code in Excel or Word by recording Macro actions then copying the recorded code into its default location in your code.

Deleting a Code Window

1. Right-click its name in Project Explorer and select REMOVE (remove name).
2. [Ctrl] NO from the pop-up message unless you want to export the code for safekeeping.

Code Name Rules

- Code names must begin with a letter in Word and Excel but it is good practice for all Office applications.
- Subsequent characters should only be letters, numbers, or underscore characters.
- Good practice includes no more than 25 characters and subroutines underlines for spaces.
- Good names that are the same as call subroutines in Excel or restricted VBA keywords such as FORMAT.

Important Keyboard Shortcuts

Alt-F11 - Hold this key down while opening an Office application and its Application code will be displayed.

Ctrl-Break - Stops running code. This key combination is particularly useful in halting infinite loops.

Shift-F2 - Displays the VBA Editor Object Browser.

Alt-Tab - Definition of an object, method or property selected in a code window.

Alt-F8 - Display a list of macros in Excel or Word.

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Project Explorer Names

- Inserted modules or class forms are named Module1 (1, 2, etc.) or ClassForm1 (1, 2, etc.).
- **Excel** Project name is Workbook name or Personal.xlsb. Code window name is Worksheet name.
- **Word** Project name is Normal or Word for name. Code window name is Subdocument.



- **PowerPoint** Project name is PowerPoint file name. Code window name is Module1 (1, 2, etc.).
- **Access** Project name is Database file name. Code window name is Name of form or report.

Saving Code

Code can only be saved by saving the Office application file it is stored in. Default file types for Excel, Word or PowerPoint (*.docx, *.doc, *.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 [Ctrl] NO.
3. Change SAVE AS TYPE to MACRO-ENABLED (*.docm, *.dotm, *.pptm).
4. Choose location, specify FILE NAME, then [Ctrl] SAVE.

Saving Global Macros

When recording a macro in Excel or Word you can choose to save your work locally in the current document or globally for all documents. To save a recorded macro globally choose the following from the FILE > MACRO > drop list to the PERSONAL MACRO WORKBOOK.

- In Excel choose PERSONAL MACRO WORKBOOK.
- In Word choose ALL DOCUMENTS (NORMAL.DOTM).

VBA code can also be saved globally if it is manually created under the NORMAL project in Word or the PERSONAL.MLS project in Excel.

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.
- [Ctrl] the Project Explorer folder size icon at the top of the pane to toggle its display between a simple object list and objects grouped by folders. Making this change in any one Office application will affect all Office applications.
- Close all windows and panes except the Code window while writing code to maximize its display.
- To directly edit a macro in Excel or Word press CTRL-F9, select the macro name, then [Ctrl] SHIFT.
- Press ALT-Q to close the VBA Editor and return to its Office application.

Password Protect Code

1. Right-click your Project name or one of its components in the Project Explorer pane.
2. Select PROJECT PROPERTIES or VBAPROJECT PROPERTIES.
3. [Ctrl] PROTECTION then add your password to both the PASSWORD and CONFIRM PASSWORD boxes. This restricts code editing.
4. [Ctrl] LOCK PROJECT FOR VIEWING to also prevent code viewing.
- Note that the GENERAL tab can be used to change the Project name and description.

Understanding the VBA Language

VBA code has semantics like any language. If the structure of English sentences can be simplified to Adjective Noun Adverb Verb then the syntax of VBA sentences can be simplified to:

Object Method Property Each such sentence, or Statement, automates a single task (Method) or changes the appearance (Property) of a single object. A set of these statements comprises a Procedure that can either manipulate an Office application (Data entry) or perform a calculation (Function).

Object Each Office application includes many Objects that can be manipulated. Excel has workbooks, worksheets and cells. Objects can be assigned as the application method or as small as a single character.

Method Methods are operations that can be done on an Object. In Word a Selection(Objects) of words can be copied (Method).

Properties Properties describe an Object. In Access a Label (Object) has a font color (Property). In Word a Paragraph (Object) can be indented (Method) to a left indent value (Property).

Events Each Object has associated Events. Events happen to an Object and are used as triggers to initiate code execution. When an Object (that Object is a Selection(Word) or a Word Document (Object) or a Closed Event) message can be programmed to pop up.

- Tip: Press ALT-Q at any time to reveal the VBA Editor Object Browser's list of Objects, Methods, Properties and Events. Each Object also has the Object's built-in values displayed in Methods, Properties and Events in the right window column. Press CTRL-F9 to close the Object Browser and return to your Code window.

Using Code Window Lists

Object list Procedure list



The Object list and the Procedure list are at the top of any non-Module code window (e.g., any Excel work sheet, Word document or Access form code window). These can be used to initiate code execution.

1. Select an appropriate item from the Object drop list.
2. Then select an appropriate item from the Procedure drop list.
3. View code into the newly created subprocedure. For example, open an Access form's Code window. Select the name of a control, e.g., Text1, from its Object list and below it select its Procedure list. A new subprocedure is automatically created called Sub Text1_Click (see appropriate resources: An Integer). It triggers actions (e.g., add data when a data) just before Text1's contents are updated. Any events added to this subprocedure can add data and return assumed entries before they are saved.

Construct a Code Statement

- Select an Object (all All Work Range("A1")). Select Object = Range, Method = Select.
- Change the font color to red with: Selection.Font.Color = RGB(255, 0, 0).
- Object = Selection, Property = Font, Color.
- In Word delete a single character to the right with Selection.Delete Unit:=wdCharacter, Count:=1.
- Word Tip: Selection.Font.Italic toggles italicizes a single character to the left.
- Navigate to an Access form named with the conditionals, then with: Object = Me, Sub-Object = txtDefault1, Method = SetFocus.
- Access Tip: "Me" is a useful substitution for the current form's complete name.

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Synopsis

Four page laminated quick reference guide that will open the world of Microsoft Office automation in Word, Excel, PowerPoint and Access. You will learn how to modify macros, customize functions and create your own programming. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource for composing Visual Basic for Applications code. Geared toward the intermediate to advanced Microsoft Office 2013 user. The following topics are covered: Getting Started: Showing the Developer Tab; Setting Macro Security; Opening a Code Window; Deleting a Code Window; Saving Code; Project Explorer Names; Code Name Rules; VBA Editor tips; Password Protect Code & Understanding the VBA Language. Create VBA Subroutines: Useful Code Events; Navigating Code Window Lists: Object List Items and Procedure List Items. Organizing Code: Variables and Constants for Efficiency; Good Practices with Variables; Sophistication with VBA Functions: Useful VBA Function Categories; Decision Power with IF and SELECT & Eliminate Repeats with FOR and DO. Other Topics: Reach Out to Users; Troubleshooting & VBA Code Tips. A wide variety of examples provided for the following: Keyboard Shortcuts; Constructing a Code Statement; Simple Code; Variables; Code Decisions; Eliminating Repeats & Interacting with Users.

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OK I guess if your a novice.

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