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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 the Microsoft Office and the Microsoft applications. It is used to automate operations within those programs through a series of instructions, commonly referred to as macros. VBA instructions are usually entered into a code window within each application's linked VBA Editor. Only Excel and Word have a Macro recording feature to generate the code.

Showing the Developer Tab

Always display the DEVELOPER tab in the ribbon pane access to Macros, VBA code and related security settings.

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

Setting Macro Security

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

Create VBA Code

1. Press <ALT>F11 to show DEVELOPER > VBA Editor.
2. Open the Macro Project Explorer pane if necessary with VBA PROJECT EXPLORER > <C> or <E>. There are 3 main parts of Code window: Declaration, Module and User Form. Declaration, Module and User Form windows can be started for customized programming. VBA code is typically stored in a Global window. See Project Explorer Names.
3. Double-click the Code window name in Project Explorer. If necessary, first open its containing folder by (Clicking the folder's +).
4. If the Code window does not appear, Right-click the Project Name and choose INSERT > MODULE.
5. Choose FILE > PERSONAL > IN TO > A NEW CODE NAME RULE. Select SUB to create a Subroutine, or FUNCTION to create a function. (SAFE) OK.
6. Enter the code that defines the SUB (see Saving Code).

Tip: Save time writing within Excel or Word by recording Macro actions being assigned 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 WINDOW.
2. (SAFE) NO from the pop-up message unless you want to export the code for archiving.

Code Name Rules

- Code names must begin with a letter in Excel and Word but it is good practice for all Office applications.
- Subsequent characters should only be letters, numbers, or underscore characters.
- Code practice rules are names shorter than 25 characters and subroutines underlines for spaces.
- Code names that are the same as cell addresses in Excel or worksheet tab names such as WORKSHEET.

Important Keyboard Shortcuts

Shift - Hold this key down while opening an Office application and its AutoSave code will be bypassed.

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

Shift-F2 - Displays the VBA Editor Object Browser. Selection of an object, method or property selected in a code window.

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

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Project Explorer Names

- Inserted modules in user forms are named Module1 (1, 2, etc.) or Sheet1 (1, 2, etc.).
- **Excel**: Project name = Workbook name + Personal.xls. Code window name = Worksheet name.
- **Word**: Project name = Name of Word file name. Code window name = Subdocument.



- **PowerPoint**: Project name = PowerPoint file name. Code window name = Module1 (1, 2, etc.).
- **Access**: Project name = Database file name. Code window name = 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 (.xls, .docx, .pptx) cannot contain macros, therefore in those programs:

1. Choose FILE > SAVE or press <Ctrl+S>.
2. If a "macro-free" warning message pops up (SAFE) NO.
3. Change SAVE AS TYPE to MACRO-ENABLED (*.xlsm, *.docm, *.pptm).
4. Choose YES. Specify FILE NAME, then (SAFE) 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 STORE MACRO IN drop list in the RECORD MACRO dialog box:

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

VBA code can also be saved globally if it is manually created inside the NORMAL project in Word or the PERSONAL.VLS 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.
- (SAFE) The Project Explorer folder size (SAFE) 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 menus except the Code window while writing code to maximize its display.
- To directly edit a macro in Excel or Word press <Alt>F10, select the macro name, then (SAFE) F10 F.
- 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. (SAFE) PROTECTION then add your password to both the PASSWORD and CONFIRM PASSWORD boxes. This restricts code editing.
4. (SAFE) LOCK PROJECT FOR WRITING to also prevent code saving.

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 VBA code is not understood, the syntax of VBA will be more difficult than the syntax of VBA. The focus can be simplified to:

- Object Method Property: Each such statement is a Statement, as in a single task (Method) or a change the appearance (Property) of a single object. A use in Office statements comprises a Procedure that can enter immediately in Office application (Sub) or enter in perform in subroutines (Function).

Object

Each Office application object has objects that can be manipulated. Excel has worksheets, workbooks and cells. Objects can be changed in the application editor as well as in a single statement.

Method

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

Properties

Properties describe Object. In Access a Label (Object) has a font color (Property) to Word a Paragraph (Object) has an 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 event (that Object) is a Selected (Event) in a Word Document (Object) a Closed (Event) message can be programmed to pop up.

- Tip: Press <Ctrl> of 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 objects displayed on Methods, Properties and Events in the work object window. Press <Ctrl> to show the Object Browser and always open Code window.

Using Code Window Lists

Object List	Procedure List
Worksheet1	Worksheet1
Worksheet2	Worksheet2
Worksheet3	Worksheet3

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) from the Code window. These can be used to create code creation:

1. Select an appropriate item from the Object list.
2. Then select an appropriate item from the Procedure drop list.
3. View code into the newly created subroutines. 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 from its Procedure list. A new subroutines is automatically created called Sub Text1, below it appears instance (An Integer). It triggers actions (e.g., add text when selected) just before Text1's contents are updated. Any private code added to this subroutines can utilize embedded data and event recipient entries before they are saved.

Construct a Code Statement

Select an Object (cell) > Work Range (A1:Z1), Select Object = Range, Method = IsEmpty.

Change the format to: `IsEmpty (Range (Sheet1, "A1:Z1"))`.

- It should display a single character to the right with a Selection (Range) and a Method (IsEmpty) > (SAFE) OK.

Word Tip: Selection (Worksheet) > Make a single character to the left.

- Navigate to an Access form control with the cell address, Method = IsEmpty, Object = Me, Sub-Object = Text1, Method = IsEmpty.

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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