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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**

**Project Explorer Names**

- Inserted modules or user forms are named Module1, Module2, etc. in the Project Explorer (F11, View, Windows).
- **Excel:** Project name = Workbook (1, 2, etc.). Worksheets, commonly referred to as cells, VBA modules are immediately converted into cells (functions, methods, etc.) when inserted into a worksheet or user form.
- **Word:** Project name = Normal or Word (the name of the document). Code and User Name = Normal (Normal).

**Showing the Developer Tab**

Microsoft Word, Excel, and PowerPoint have a Developer tab in the ribbon. To enable the Developer tab, go to File > Options > Customize ribbon, then click the Show/Hide tab and check the Developer checkbox.

**Setting Macro Security**

Microsoft Word, Excel, and PowerPoint have a Developer tab in the ribbon. To enable the Developer tab, go to File > Options > Customize ribbon, then click the Show/Hide tab and check the Developer checkbox.

**Create VBA Code**

1. Press **Alt+F11** to open the Microsoft Visual Basic for Applications (VBA) Editor.
2. On the left side of the VBA Editor, click the Microsoft Word icon.
- There are 3 main types of Code available: Document, Module, and User Form. Document windows parallel Office applications documents. Modules are used for general functions and are used for customized programming. VBA code is normally stored in a Modules window. See **Project Explorer Names**.
3. Double click the code available name in Project Explorer to open the code for editing. Press **Ctrl+Shift+F9** to run the code by clicking the toolbar.
- If the code window doesn't appear, right click the Project Explorer and choose **View Code**.
4. Choose **FILE > MACROS > CODE NAME RULES**.
- Set the following code name information, then click OK to create a function. (Ctrl+D):
5. Enter the code then choose **FILE > SAVE** (see **Saving Code**).

**Tip:** Save time writing code in Word by recording Macro actions then copying the recorded code from its default location to your code.

**Deleting a Code Window**

1. Right Click on its name in Project Explorer and select **DELETE**.
2. Click **OK** from the pop-up message, when you want to export the code for referencing.

**Code Name Rules**

- Code names should be short, either in Word and Excel but it is good practice for all Office applications.
- Valid project characters should only be letters, numbers, or underscore characters.
- Good practice makes easier than 25 characters are sufficient, underscores for spaces.
- All code names that are the same as the software or Excel or Microsoft applications such as **FORMAT**.

**Important Keyboard Shortcuts:**

- **Shift+F2** – Hold this key down while opening an Office application and its AutoOpen code will be triggered.
- **Ctrl+Break** – Traps running code. This key combination is particularly useful in halting infinite loops.
- **Shift+F2** – Displays the VBA Editor Object Browser definition of an object, method or property selected in a code window.
- **Alt+PR** – Displays a list of errors in Excel or Word.

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**Understanding the VBA Language**

VBA code has similarities like any language. If the structure of English sentences can be simplified to **Object (has) Method (with) Properties (and) Variables**, then the syntax of VBA is simplified to **Object (Method, Properties, Each with variables, or Statement, automatically a single line of code), or change the appearance (Property) of a single object**. A. so that these instructions can be written in a single line of code. B. to perform a task in Office applications (Word, Excel, PowerPoint) in perform a calculation or a function.

**Object**: Each Office application is divided into Objects that can be manipulated. Examples: wordbooks, worksheets and cells. Objects can be arranged as the application starts or at launch.

**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 an Object. In Access a Label (Properties) when you click (Properties) in Word a Project (Properties) when you click (Properties) in a list of objects, then click the intended (Method) to a left.

**Events**: Each Object has associated events. Events happen on an Object and are used as triggers to initiate code execution. When an event (Object) is triggered, the code associated with the event is executed.

1. Open **File > Options > Advanced**.
2. If a "Macro-Free" warning message pops up (Ctrl+H), click **OK**.
3. Change **SAVE** to **MACRO ENDED**.
4. Click **OK**.
5. Open another, specify **FILE NAME**, then **Ctrl+H > SAVE**.

**Saving Global Macros**

When recording a macro in Word or Word you can choose to save your work locally in the current document or globally in the **PERSONAL.MACRO** file. When you choose to save your work locally in the current document, then you can only use the recorded macro in the current document. If you choose to save your work globally, then you can easily choose the following from the **STUDY MACROS** drop list in the **REC (CMD MACRO)** dialog box:

- In Excel choose **PERSONAL.MACRO** (Word, Book)
- In Word choose **ALL DOCUMENTS (NORMAL.DOC)**
- VBA code can also be saved globally if it is manually created under **Module** or **Normal** in **Word** or the **PERSONAL.MACRO** project in **Excel**.

**VBA Editor Tips**

1. The Project Explorer pane is best used to navigate between Code windows.
2. Right Click on the **Project Explorer** tab. **Properties** drop list bar. **Navigating Code Windows List**, to navigate between subwindows in a long Code window.
3. Click the Project Explorer folder icon  at the top of the pane to toggle display between a single object list and objects grouped by folder. **Module** icon is used as an object in one Office application will affect all Office applications.
4. Close all windows and press **Ctrl+F2** to open the Code window while writing code to minimize its display.
5. To directly enter a macro in Word press **Alt+F8**, select the macro name, then **Ctrl+D** (OK).
6. Press **Alt+F11** 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**.
3. Click **PROTECTION** then add your password for both the **PASSWORD** and **CONFIRM PASSWORD** boxes. This protects code editing.
4. **CLICK LOOK PROJECT FOR VIEWING** to also prevent code viewing.

• Note that the **GENERAL** tab can be used to change the Project name and description.

**Construct a Code Statement**

1. Right Click on the **Project** in the **Project Explorer** tab. **Object > Range, Method > Set**.
2. Change the first value to **workbook**.
3. Set **Selection** **Properties** = **Range**, **Cell**, **Range**.
4. **Word** allows to insert characters to the right with **Range > Insert > Text** or **Range > Insert > Object > Textbox**, **Method > Set**.
5. **Word** **Range** **Properties** **Range** **Format** **Textbox** **Text**.
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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.

## **Book Information**

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These are handy to have for homework and learning or for a test if you have an open book type.

They typically are not deep in their subject but will give you the basic reference and more to refresh

your memory or get you started.

OK I guess if your a novice.

This was what I needed for a class

Handy for the price.

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