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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 2003 Introduction

Visual Basic for Applications (VBA) is a programming language built into Word, Excel, Access, and other Microsoft applications. It can be automatically inserted into your programs through a set of instructions, commonly referred to as a code. VBA instructions are normally entered into a code window after each application Visual Basic object. Only Word and Excel have a menu for displaying the code windows for each code.

## Showing the Developer Tab

Always display the DEVELOPER tab in the Ribbon task pane to access VBA code and related security settings.

1. Choose **FILE > OPTIONS**, then **CUSTOMIZE RIBBON**.
2. Check **DEVELOPER** in the **MAIN TABS** section, under **TOOLBARS**.

## Setting Macro Security

1. Choose **FILE > OPTIONS**, then **TRUST CENTER**.
2. Choose one of the **MACRO SECURITY** levels (see EXCEL 06).

Tip: Use the **Enable All Macro** option when entering on your own code.

## Create VBA Code

Press **ALT+F11** to open the **VBA EDITOR**, which is a Visual Basic IDE. It contains the following Project Explorer pane, which is necessary with VBA/PROJECT EXPLORER as **<ctrl>+B**.

- There are 2 main types of code windows: Document, Module, and User. Document windows contain Office application documents. Module and User Form windows can be created for customized programming. VBA windows normally reside in a Module window. Use the **Project Explorer** pane.

**Project Explorer** pane

- 1. Double-click the **Project Explorer** pane to open the **Project Explorer**. It displays the project you are working on by clicking the **Project Explorer**.

- 2. The **Code window** (see **Project Explorer**) pane displays the **Project Explorer** pane. It displays the **Project Explorer** pane.

- 3. Double-click the **Project Explorer** pane to open the **Project Explorer**. It displays the **Project Explorer** pane.

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- 12. Double-click the **Project Explorer** pane to open the **Project Explorer**. It displays the **Project Explorer** pane.

- 13. Double-click the **Project Explorer** pane to open the **Project Explorer**. It displays the **Project Explorer** pane.

- 14. Double-click the **Project Explorer** pane to open the **Project Explorer**. It displays the **Project Explorer** pane.

## Project Explorer Names

- 1. Insert module or user form name named **Module1** (or **UserForm1**).
- 2. Insert **Project Name** in the **Project Explorer** pane.
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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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