# **VBA Advanced**

# Sample manual - first two chapters



Manual 1065 - 173 pages -

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# CHAPTER 1 - VBA RECAP

# 1.1 VBA Reference

This chapter provides you with a quick reference to some of the common bits of VBA that you're hopefully already familiar with.

#### **Creating Procedures**

The table below shows how to define the two most common types of procedure in VBA.

How to	Code	
Declare a subroutine	Sub NoSpacesInProcedureNames()	
	'this is a comment	
	'applying a method to an object Object.Method	
	'changing a property of an object Object.Property = Something	
	End Sub	
Declare a function	Function MyFunction() As DataType	
	'do something useful 'then return a value MyFunction = Something	
	End Function	

#### Selecting and Activating Excel Objects

This section explains how to go to a workbook, worksheet and range of cells in Excel.

How to	Code
Go to a workbook	Workbooks("Book1.xlsm").Activate'go to the named workbookWorkbooks(1).Activate'go to the 1st open workbookThisWorkbook.Activate'go to the workbook this code is in
Go to a worksheet	Worksheets("Sheet1").Select'go to the named worksheetWorksheets(1).Select'go to the left most worksheetSheets("Sheet1").Select'go to the named worksheet or chartSheets(1).Select'go to the left most worksheet or chartSheet1.Select'go to the worksheet whose codename is Sheet1
Go to a range	Range ("A1").Select'select cell A1Range ("A1:B5").Select'select A1 to B5Range ("A1", "B5").Select'select A1 to B5Range ("A1,B5,D10").Select'select A1 and B5 and D10Range ("MyRangeName").Select'select the named range



#### Selecting an Excel Range Relatively

The techniques in the table below show how to select a range relative to another range in Excel.

How to	Code	
Move a number of rows and columns away	ActiveCell.Offset(1, 0).Select ActiveCell.Offset(0, 1).Select ActiveCell.Offset(-1, 0).Select ActiveCell.Offset(0, -1).Select	-
Go to the end of a list in one direction	ActiveCell.End(xlDown).Select ActiveCell.End(xlToRight).Select ActiveCell.End(xlUp).Select ActiveCell.End(xlToLeft).Select	-
Select from one cell to the end of the list	<pre>'select from the activecell to the bottom of the list Range(ActiveCell, ActiveCell.End(xlDown)).Select 'select from cell A1 to the bottom of the list Range("A1", Range("A1").End(xlDown)).Select 'select from A1 to the bottom right corner of the list Range("A1", Range("A1").End(xlDown).End(xlToRight)).Select</pre>	

#### **Messages and Inputs**

The table below shows how to display messages and ask for user input.

How to	Code	Result
Show a message	MsgBox _ Prompt:="Message text", _ Buttons:=vbInformation, _ Title:="Message title"	Message title
Ask a yes or no question	<pre>Dim Result As VbMsgBoxResult Result = MsgBox( _     Prompt:="Yes or no?", _     Buttons:=vbQuestion + vbYesNo, _     Title:="Message title")</pre>	Message title
Ask for a string	<pre>Dim Result As String Result = InputBox( _     Prompt:="Type something", _     Title:="Input title", _     Default:="Default value")</pre>	Input title       Type something       OK       Cancel
Ask for a number in Excel	<pre>Dim Result As Long Result = Application.InputBox(     Prompt:="Type a number",     Title:="Input title",     Default:=0,     Type:=1)</pre>	Input title       Type a number       0       OK



### **Declaring Variables**

This section shows how to declare and assign values to variables.

How to	Code
Force explicit variable declaration	'add this to the top of a module Option Explicit
Declare data type variables	Dim SmallWholeNumber As Byte Dim MediumWholeNumber As Integer Dim BigWholeNumber As Long Dim BigDecimalNumber As Single Dim HugeDecimalNumber As Double Dim AccurateDecimalNumber As Currency Dim TrueOrFalse As Boolean Dim DateAndOrTime As Date Dim SomeText As String Dim AnyTypeOfData As Variant
Assign values to data type variables	<pre>SmallWholeNumber = 255 MediumWholeNumber = 32767 BigWholeNumber = 2147483647 BigDecimalNumber = 1.234567 HugeDecimalNumber = 1.23456789012345 AccurateDecimalNumber = 123456789012345.67890 TrueOrFalse = True DateAndOrTime = #2/29/2016# SomeText = "any bit of text" AnyTypeOfData = "any type of value"</pre>
Declare object variables	<pre>'Excel objects Dim wb As Workbook Dim ws As Worksheet Dim r As Range 'Word objects Dim doc As Document Dim p As Paragraph Dim r As Range 'PowerPoint objects Dim pres As Presentation Dim sld As Slide Dim shp As Shape</pre>
Set a reference in an object variable	<pre>'Excel objects Set wb = Workbooks("Book1.xlsm") Set ws = wb.Worksheets("Sheet1") Set r = ws.Range("A1:B5") 'Word objects Set doc = Documents.Add Set p = doc.Paragraphs(1) Set r = p.Range 'PowerPoint objects Set pres = Presentations.Add Set sld = pres.Slides.Add(1, ppLayoutTitle) Set shp = sld.Shapes(1)</pre>



#### **Conditional Statements**

The table below shows a variety of methods for testing conditions and performing different actions based on the result.

How to	Code
Write a single-line If	<pre>'one logical test and one action If Range("A1").Value &lt; 0 Then Exit Sub</pre>
Write a Block If	<pre>'one logical test and multiple actions If Range("A1").Value &lt; 0 Then    MsgBox "No negative numbers"    Exit Sub End If</pre>
Include an Else clause	<pre>'one logical test with two outcomes If Range("A1").Value &lt; 0 Then     MsgBox "No negative numbers"     Exit Sub Else     MsgBox "Value is valid" End If</pre>
Use Elself statements	<pre>'multiple logical tests with multiple outcomes If Range("A1").Value &lt; 0 Then     MsgBox "No negative numbers"     Exit Sub ElseIf Range("A1").Value = 0 Then     MsgBox "Must be greater than 0"     Exit Sub Else     MsgBox "Value is valid" End If</pre>
Write a Select Case statement	<pre>'conditions using SELECT CASE Select Case Range("A1").Value Case Is &gt; 0     MsgBox "A1 is positive" Case Is = 0     MsgBox "A1 is zero" Case Else     MsgBox "A1 is negative" End Select</pre>



### Looping

The table below shows a variety of ways to repeat a set of instructions in a loop:

How to	Code	
Loop a number of times	Dim Counter As Long	
	For Counter = 1 To 10	
	Cells(Counter, 1).Interior.ColorIndex = Counter	
	Next Counter	
Loop until a condition is met	Range("A1").Select	
	Do Until ActiveCell.Value = ""	
	Debug.Print ActiveCell.Value ActiveCell.Offset(1, 0).Select	
	Loop	
Loop while a condition is true	Range("A1").Select	
	Do While ActiveCell.Value <> ""	
	Debug.Print ActiveCell.Value ActiveCell.Offset(1, 0).Select	
	Loop	

#### Exiting from a Loop

You can exit from a loop prematurely using the **Exit** statement. You can see how to do this in the examples shown below:

How to	Code	
Exit from a For Next loop	Dim i As Integer	
	For i = 1 To 100	
	Debug.Print Cells(i, 1).Value	
	<pre>If Cells(i, 1).Value = Cells(i - 1, 1).Value Then     Exit For End If</pre>	
	Next i	
Exit from a Do Loop	Do Until ActiveCell.Value = ""	
	Debug.Print ActiveCell.Value	
	<pre>If ActiveCell.Value = ActiveCell.Offset(-1, 0).Value Then     Exit Do End If</pre>	
	ActiveCell.Offset(1, 0).Select Loop	



# **CHAPTER 2 - OBJECT ORIENTED PROGRAMMING**

## 2.1 Object Oriented Programming

At this point you should be comfortable with writing some common VBA instructions. This chapter helps you to work out how to do new things by explaining how the language works.

#### The Building Blocks of an Object Oriented Language

VBA is an example of an *object oriented* programming language. In plain English, this means that the language is made up of several characteristic building blocks, as shown in the table below:

Element	Description	Examples
Object	Any single "thing" or item that you can manipulate in VBA. Object is a deliberately vague term which could represent almost anything in an application; from physical things that you can interact with, to more abstract, invisible items. All objects are based on a <i>class</i> , which defines exactly how the object works.	A cell on a worksheet A chart on a slide A column in a chart A database connection
Collection	A collection is itself an object which you can manipulate in VBA. A collection is also a group of all of the objects of one specific type. Many VBA objects belong to a collection.	All open workbooks All shapes on a slide All data series in a chart
Method	An action that you can apply to an object. Method names are usually verbs, indicating that you're doing something to an object. When you write a subroutine or a function you are creating a custom method in the VBA project.	Select a worksheet Copy a cell Save a presentation
Property	An attribute of an object which you can often change to another value. Some properties are read-only, meaning that you can't alter them. You can write your own properties but you tend to only do this in a class module.	The value of a cell The width of a shape The count of charts

Not all VBA instructions consist solely of objects, collections, methods and properties. The table below shows some of the other elements that aren't strictly object oriented but are still important:

Element	Description	Examples
Statement	Code that doesn't necessarily perform an action but can affect what your program does.	Dim; If; Select Case; Do Until; On Error
Function	An item which returns a value or a reference to an object when you call it.	Date; Environ; Format; Instr; MsgBox
Parameter	The name of a piece of information passed to another procedure.	Prompt; Buttons; Title
Argument	The actual value that you pass to another procedure.	This could be any value
Constant	A named item which holds an underlying numeric value.	vbRed; xlDown; vbNo
Variable	A named item which stores a value when your code runs.	Almost anything you like
Operator	A symbol used in an expression to perform an operation.	+ - / * ^ &

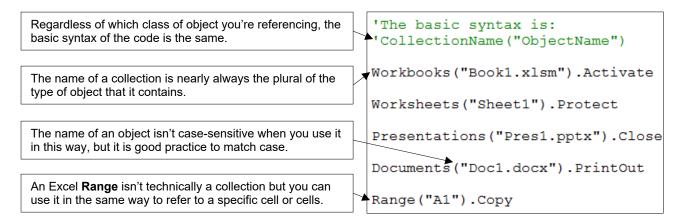


# 2.2 Objects

*Objects* are the key building block in an object oriented language. Most VBA instructions begin by referring to the object that you want to manipulate. You can refer to objects in a variety of ways.

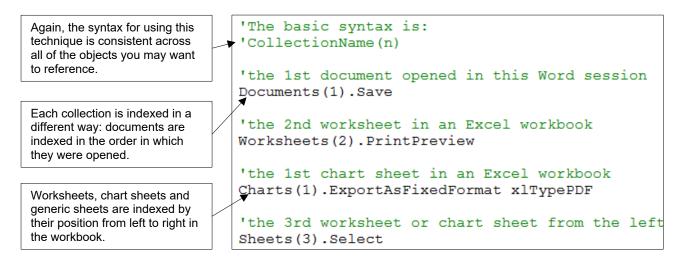
#### Referring to Objects by Name

This is perhaps the most common technique you'll use to reference an object. Start by referencing the collection to which the object belongs, as shown in the examples below:



#### Referring to Objects by Index Number

VBA indexes (assigns a number to) each item in a collection. You can use these index numbers to refer to objects, which is useful if you can work out which number refers to which object!





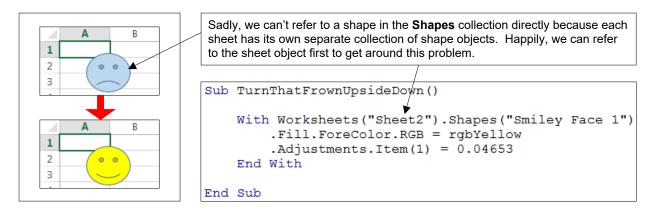
You can't use an index number with the Excel **Range** object but you can use the **Cells** property to achieve a similar result. The example below would select cell B10.

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#### **Qualifying References to Objects**

Some objects belong to collections which have a specific scope. The Excel **Shapes** collection, for instance, belongs to a sheet object and you can't refer to a shape without referencing the sheet.



There are many other examples of objects that can only be referenced in this fashion and you can see a few of them in the table below:

Object	Code
A chart embedded on a sheet	Worksheets("Sheet1").ChartObjects("Chart 1").Chart
A pivot table on a worksheet	<pre>Worksheets("Sheet3").PivotTables("PivotTable1")</pre>
A data point in a series in a chart	Charts("Chart1").SeriesCollection(1).Points(1)
A shape on a slide in a presentation	<pre>Presentations("Pres1.pptx").Slides(1).Shapes(1)</pre>

You can qualify your references to any object in this way, even when you're not required to. This can help you to control exactly which objects your code references. For example:

Object	Code
A1 on the active sheet in the active workbook	Range("A1")
Cell A1 on Sheet1 in Book1	<pre>Workbooks("Book1.xlsm").Sheets("Sheet1").Range("A1")</pre>

#### **Using Keywords to Reference Objects**

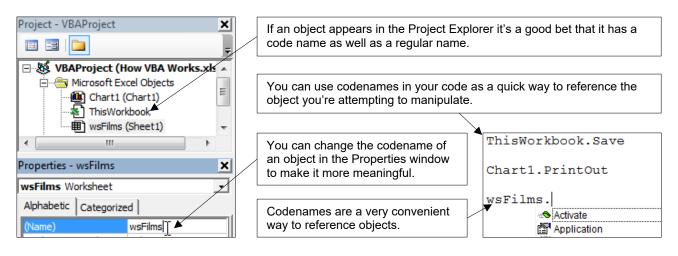
You don't always have to refer to a collection in order to reference an object; some VBA objects don't belong to a collection. VBA has many keywords that you can use to refer to objects.

Object	Code
The active range of cells in Excel	ActiveCell (for a single cell) Selection (for multiple cells)
The active worksheet or chart	ActiveSheet
The active workbook, document or presentation	ActiveWorkbook ActiveDocument ActivePresentation
The application	Application



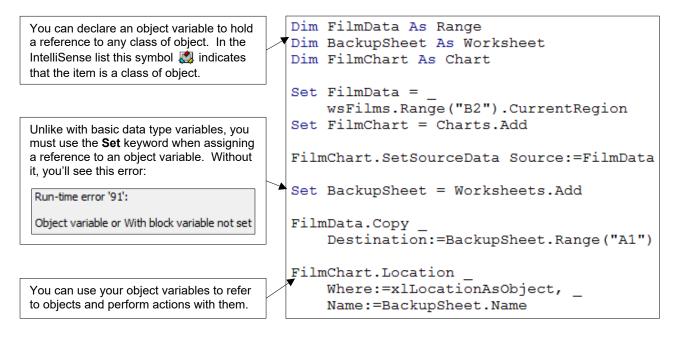
#### Using Object Codenames

Some objects have a *codename* as well as a name. You can usually tell if an object has a codename because it will be shown in the Project Explorer window.



#### **Using Object Variables**

An object variable holds a reference to an object. You can use this type of variable to make your code easier to write and understand.





Object variables follow the same rules for scope as for data type variables. You can declare object variables at the top of a module and you can use **Private** and **Public** to modify the variable's scope.



# 2.3 Collections

A *Collection* is a special type of object which contains a group of all of the objects of one particular type. Many of the most common VBA objects belong to a collection.

#### **Referring to Collections**

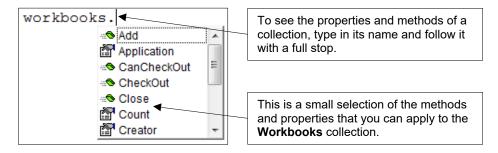
Referring to a collection object is simply a case of stating the collection's name. The table below shows examples of some of the common collections in VBA.

Collection	What it contains
Workbooks	All of the open Excel workbooks.
Documents	All of the open Word documents.
Presentations	All of the open PowerPoint presentations.
Forms	All of the running forms in an Access database.
Worksheets	All of the worksheets in a single workbook.
Charts	All of the chart sheets in a single Excel workbook.
ChartObjects	All of the embedded charts in a single Excel sheet.
Slides	All of the slides in a single PowerPoint presentation.
Sheets	All of the worksheets and chart sheets in a single workbook.
Paragraphs	All of the paragraphs in a single Word document.
Points	All of the data points in a single series in a chart.

You can qualify references to collections just as with other objects

Collection	What it contains
Workbooks("Book1.xlsm").Worksheets	All of the worksheets in <b>Book1</b> .
Worksheets("Sheet1").ChartObjects	All of the embedded charts in Sheet1.
Worksheets("Sheet1").Shapes	All of the drawn objects on Sheet1.
Charts("Chart1").SeriesCollection	All of the series in <b>Chart1</b> .
Sheet1.PivotTables("PivotTable1").PivotFields	All of the fields in a pivot table on <b>Sheet1</b> .
Documents("Document1.docx").Paragraphs	All of the paragraphs in <b>Document1</b> .
Presentations("Pres1.pptx").Slides(1).Shapes	All of the shapes on a slide in <b>Pres1</b> .

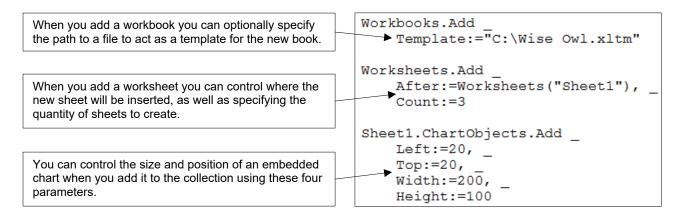
Just as with other objects, collections have a variety of methods and properties which you can use to manipulate the object.



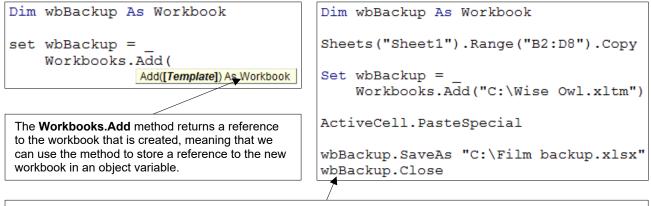


#### Adding Items to a Collection

You can add more items to many collections using the **Add** method of the collection. Each collection's **Add** method has its own list of parameters.



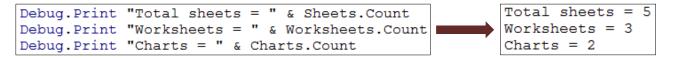
It's often useful to store a reference to the new object in a variable when you create it. This makes it easier to refer back to the object later in a procedure.



We can use the object variable later in the same procedure when we need to do something with the new workbook.

#### **Counting Items in a Collection**

It's often useful to find out how many items belong to a collection. You can use the collection's **Count** property to do this.



In a slightly more useful example, this code creates a new worksheet and positions it to the right of all the existing sheets in the workbook:

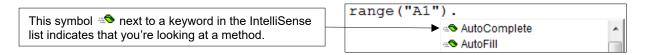
```
Worksheets.Add _ _ After:=Sheets(Sheets.Count)
```

If there are already five sheets in the workbook, this code is the same as saying add a new sheet to the right of the 5<sup>th</sup>.



# 2.4 Methods

A *Method* is an action that you can apply to an object. You can recognise methods by the distinctive "flying green brick" symbol in the IntelliSense list.



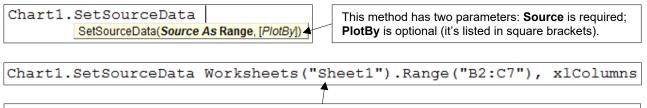
#### Applying Methods to Objects

Applying a method to an object is relatively straightforward: start by referring to the object, followed by a full stop and then the name of the method. The table below shows a few basic examples:

Method	What it does
Range("A1").Select	Selects the specified range object.
Worksheets("Sheet1").Delete	Deletes the specified worksheet object.
Workbooks.Add	Creates a new blank workbook.
Columns("C").AutoFit	Changes the width of the specified column to fit its widest entry.
ActiveDocument.PrintOut	Prints the active document.
Presentations(1).Save	Saves the first opened presentation in this PowerPoint session.

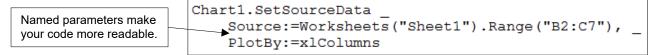
#### **Passing Arguments to Methods**

Many methods have a set of parameters to which you can pass arguments. The tooltip for a method shows you if there are any required or optional parameters.



If we don't pass a reference to a range of cells into the **Source** parameter, the **SetSourceData** method won't work.

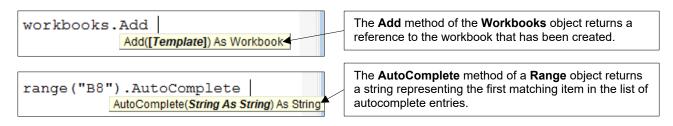
It can be useful to name a parameter when you pass an argument to it as this makes it easier to read your code.



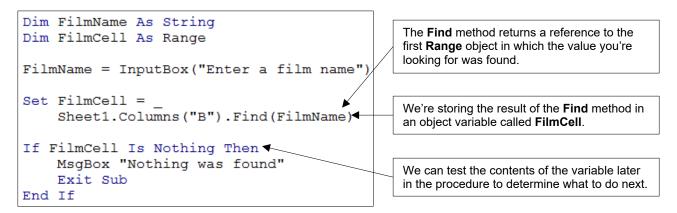


#### **Returning Values and References from Methods**

Some methods return either a value or a reference to an object. You can usually tell if a method has a return type by reading the tooltip.



To make use of the value or reference returned by a method you could choose to store it somewhere. A sensible place to do this is a variable of the appropriate type.

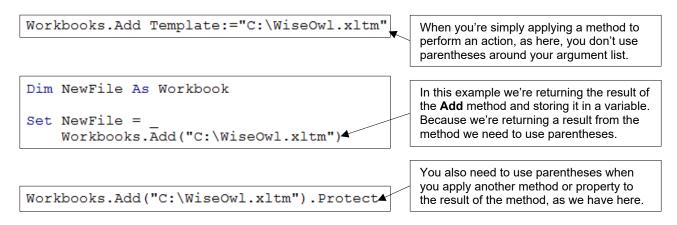


Rather than storing the reference to an object that a method returns, you can make use of it by applying further methods or properties to it instead.

```
Charts.Add.SetSourceData The Charts.Add method returns a reference to a chart, so we can apply any chart method or property to it.
```

#### When to use Parentheses

The tooltip for a method always shows parentheses (round brackets) around the parameter list but you don't always use them in your code. The diagram below attempts to explain when you should!





# 2.5 Properties

A *Property* is an attribute of an object that you can look at and, in some cases, change to another value. You can spot properties in the IntelliSense list with their "pointy finger" icon.



#### Writing to a Property

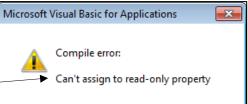
Changing the value of a property is called *writing* to it. You do this by assigning a value to the property using the = operator. You can see some examples in the table below:

Property	What it does
Range("A1").Value = 123	Changes the information stored in the cell.
ActiveSheet.Name = "Backup"	Changes the name of the current sheet.
Rows(3).Hidden = True	Hides row 3 of the currently active worksheet.
Columns("C").ColumnWidth = 15	Changes the width of column C on the active sheet.
ActiveDocument.Paragraphs(1).Alignment = _ wdAlignParagraphCenter	Centre-aligns the text of the first paragraph in the active document.
Presentations(1).Slides(1).Shapes(1).Width = 50	Changes the width of a shape on a slide.

#### **Read-Only Properties**

Some properties are *read-only*, meaning you can't assign a value to them. You can't spot read-only properties in the IntelliSense list, but you'll see an error if you try to assign a value to one.

ThisWorkbook <mark>.Name =</mark> "Something"	Microso
You can't change the name of a workbook using the <b>Name</b> property, as this message so politely informs you.	 4



#### **Property Data Types**

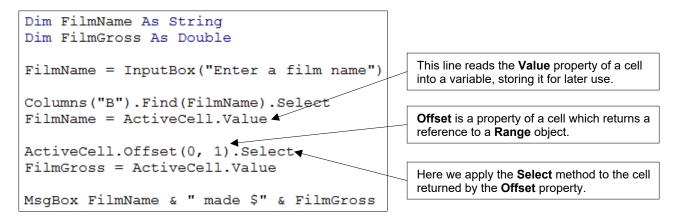
You should take care to assign the correct type of data to a property. In the example below, the **ColumnWidth** property can only accept a number but we're attempting to assign a string to it:

Columns("C").ColumnWidth = "Twelve"	Microsoft Visual Basic
The exact error message that you'll see will depend on which property you've tried to change. This one is fairly descriptive.	Run-time error '1004': → Unable to set the ColumnWidth property of the Range class



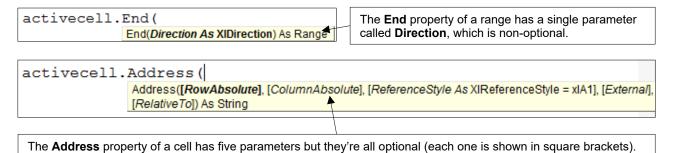
#### **Reading from a Property**

You *read* from a property when you look at its value. Reading a property returns either a value or a reference to an object, which you can store or make use of in some other way.

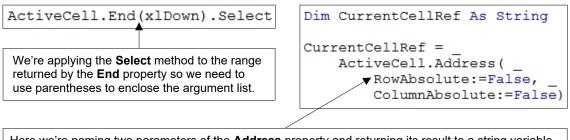


#### **Properties and Parameters**

Just as with methods, many properties have a list of parameters. You can use the tooltips to find out if a property has any parameters.



You can pass arguments to the parameters of a property in the same way as for a method. The rules on whether to use parentheses are also the same.



Here we're naming two parameters of the **Address** property and returning its result to a string variable.



# 2.6 Getting Help in VBA

You have several choices for getting help when writing your VBA code.

#### The Object Browser

The *Object Browser* is VBA's built-in dictionary which contains definitions for each VBA keyword. To display it, choose **View | Object Browser** from the menu, or press **F2** on the keyboard.

Use this list to choose which <i>library</i> you want to look in. The option shown here will give you the biggest choice of words.	✓ <all libraries="">         ✓</all>
You can search for a keyword by typing it here and clicking the binoculars button. The results appear in a new panel just below the search box.	Classes Windows Workbook Workbook WorkbookConnectio SaveAs SaveAs SaveAs SaveAs SaveAs
Rather than searching, it's often easier to look up keywords alphabetically, just like in a dictionary! Start by selecting the class of object you're interested in from the list on the left.	Workbooks WorkflowTask WorkflowTasks WorkflowTasks WorkflowTemplate WorkflowTemplate
When you've chosen a class, use the list on the right to find and select the property or method you want help on.	Sub SaveCopyAs([Filename]) Member of Excel.Workbook
Workbook.SaveCopyAs Method (Excel) Office 2013 and later Other Versions  Contribute to this content	You'll see the syntax of the keyword at the bottom of the screen. For further help, click the question mark icon or right-click the item and choose <b>Help</b> .
Use GitHub to suggest and submit changes. See our guidelines for contributing to V8A do	If you choose to view help on a keyword you'll be taken to a page resembling this one in your default web browser.
▲ Syntax	
expression .SaveCopyAs(Filename) expression A variable that represents a Workbook object. Parameters	The page is part of Microsoft's Developer Network (MSDN) site and provides details on the keyword you've chosen to get help on.

In Office 2013 Microsoft, ironically unhelpfully, moved the VBA help files to an online system. You can still find local copies of the help files with a web search for "VBA offline help".

Download Office 2013 VB/ ×	Use this page to download the loca	I
← → C 🔒 https://www.microsoft.com/en-gb/download/details.aspx?id=40326#	copies of the VBA help files.	
Office 2013 VBA Documentation		
	🔗 Excel 2013 developer docs	
	TTTT TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	d orwa
Language: English Download	Contents   Index   Search   Favorites	~
Sadly, the offline help files don't integrate with the VBE. Instead, you must browse the documentation in a separate, slightly ugly application.	What's new for Excel 2013 developers  What's new for Excel 2013 developers  Concepts  Whow do I  Whow do I  Whow do I  Whow do I	III



#### **Context Sensitive Help**

Rather than navigating through the Object Browser, you can quickly get help on a specific keyword by clicking on it in your code and pressing **F1** on the keyboard.

Range("B2").CurrentRegion.Find	Range.Find Method (Excel)
	Office 2013 and later Other Versions -
Position the flashing text cursor somewhere on the keyword you help with and press <u>F1</u> .	Contribute to this content Use GitHub to suggest and submit changes. See our guidelines for
You should be taken to the relevant online help	
page, although this isn't always successful!	Finds specific information in a range.

#### Recording a Macro

When you record a macro, the VBE automatically writes out the VBA instructions for the actions that you perform. To record a macro, choose **Developer | Record Macro** from the Excel ribbon.

You can give the macro a different name to its default one, but as we're only using this code to get help it's not really worth doing.	Record Macro
There's not much point in assigning a shortcut key to run the macro later either.	Shortcut <u>k</u> ey: → Ctrl+ Store macro <u>i</u> n:
Storing the macro in this workbook will automatically create a new module for the recorded code.	This Workbook
Click OK when you want to start recording. Then you just have to perform the actions that you want Excel to write the code for.	OK Cancel

When you've finished performing actions, you can stop recording by choosing **Developer | Stop Recording** from the Excel ribbon. Now you just have to find the code you've recorded.

You should find a new module in the project you recorded the macro in.	WBAProject (How VBA Wo         Image: Microsoft Excel Objects         Image: Chart1 (Chart1)         Image: Sheet1 (Sheet1)         Image: Sheet11 (Sheet8)	Sub Macrol() ' ' Macrol Macro
Double-click the module to see the code in it. You should find a macro which contains code for each action you performed while recording.	Modules Module 1	Sheets.Add After:=ActiveSheet ActiveCell.FormulaR1C1 = "The Range("B1").Select



# What we do!

		Basic training	Advanced training	Systems / consultancy
Office	Microsoft Excel	<b>2</b>	<b>?</b>	<b>?</b>
	VBA macros	<b>2</b>	<b>e</b>	<b>e</b>
	Office Scripts	<b>2</b>		
	Microsoft Access		<b>?</b>	<b>*</b>
ss nce	Power BI	<b>*</b>	<b>?</b>	<b>*</b>
Business Intelligence	Power Apps	<u> </u>		
Bu Inte	Power Automate / PAD	<u> </u>		
SQL Server	SQL	<u> </u>	<b>?</b>	<b>?</b>
	Reporting Services	<u> </u>	<b>?</b>	<b>2</b>
	Report Builder	<u>`</u>	<b>?</b>	<u> </u>
	Integration Services	<u> </u>	<b>?</b>	<u></u>
	Analysis Services	<b>*</b>		
Coding	Visual C# programming	<b>?</b>	<b>?</b>	<b>*</b>
	VB programming	<b>?</b>	<b>?</b>	<b>*</b>
	DAX	<b>2</b>	<b>2</b>	<b>?</b>
	Python	<b>*</b>	<b>e</b>	





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