

# An Introduction to Visual Basic for Applications

## Accessing the Visual Basic for Applications window

**Through an Event Procedure – click on the ellipses**

**Form – Design – View Code**

**Pressing ALT – F11**

**Database Tools – Visual Basic**

**Create – in Macros & Code group – Module**

**Note – to convert existing macros to code open the  
Form, Report, or Macro in design mode.**

**Then under Design tab – Convert Form's Macros to  
Visual Basic**



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## Parts of the VBA window

**Project Explorer**

**Code Window**

**View – Object Browser (VBA**

**Other Windows - Immediate**

**Toolbars – Edit**

**Tools – Options**



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**VBA – Code Window (note language reference)**

**Maneuver to object**

**Maneuver to event**

**Single quote – comment, edit window to comment  
out sections**

**Intellisense**

**Compile**

**Add references**

**Debug**



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## RESOURCES

<https://docs.microsoft.com/en-us/office/vba/api/overview/language-reference>

<https://docs.microsoft.com/en-us/office/vba/library-reference/concepts/getting-started-with-vba-in-office>

<https://officespdev.uservoice.com/>

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