

IFA/QFN VBA Tutorial

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Chapter 1: Introduction

1-1: Some O&A's

What is VBA?

- It stands for Visual Basic for Application. It is a programming language to assist your work in Microsoft Office.

What is programming?

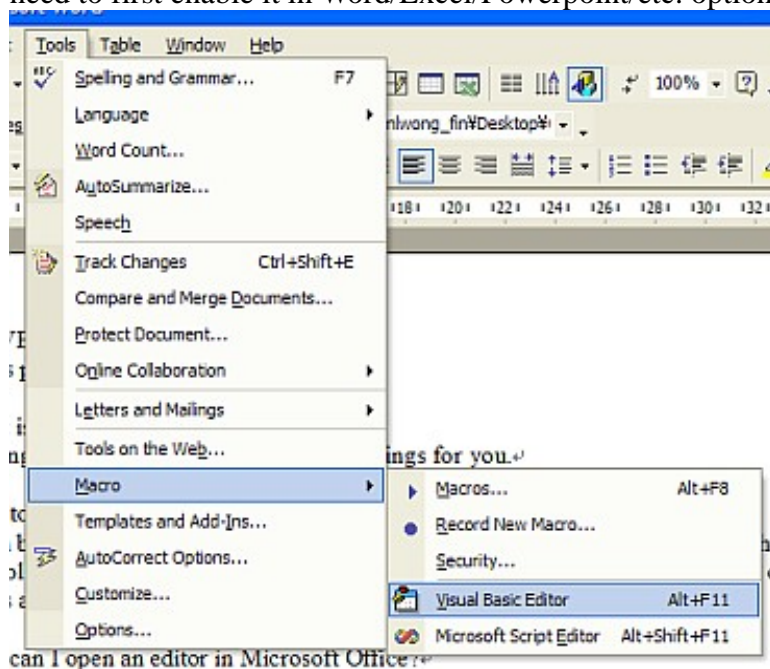
- Writing codes to instruct computer to do things for you.

How to write codes? Is it difficult?

- It can be difficult, and it can also be easy. You can write codes in an editor, and the computer will do the rest and follow your instruction. In fact nowadays, often you don't need to write a lot of codes. With some mouse clicks and a few lines of typing, you'll get your work done.

How can I open an editor in Microsoft Office?

- The editor is called "Visual Basic Editor". It is in Tools > Macro > Visual Basic Editor. It is available in all Microsoft Office products (Word, Excel, Powerpoint, Access, etc.). If you are using Office 2007 you need to first enable it in Word/Excel/Powerpoint/etc. option in order to use it.



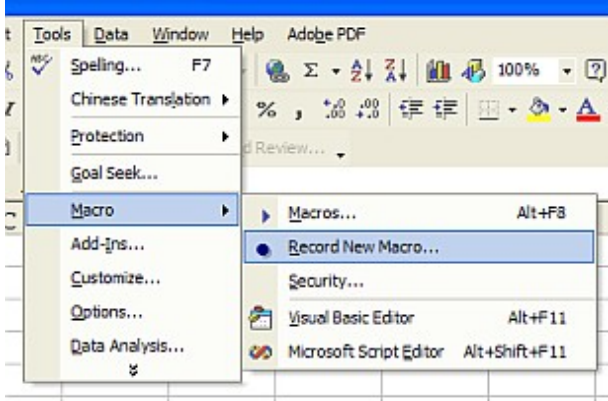
I don't know how to write codes!

- Let's close the editor and try another thing: "Macro" first.

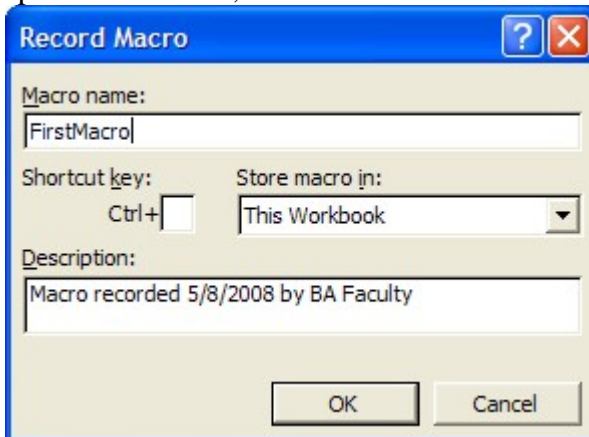
1-2: Recording and Playing Macros

Let's try! Corner

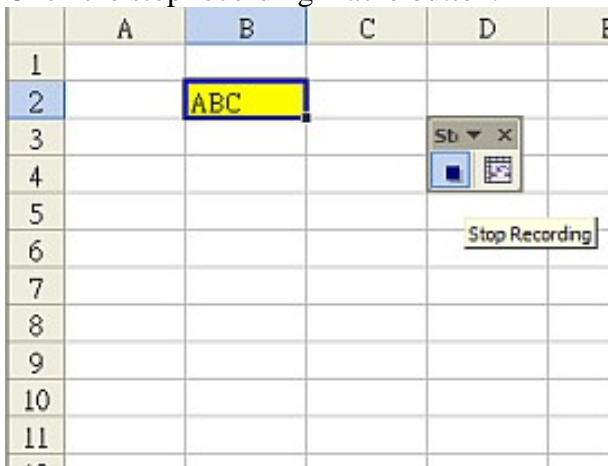
- 1 Open Excel.
- 2 Click Tools > Macro > Record New Macro...



- 3 Type the macro name (e.g. FirstMacro). Pay attention that the name should not contain any spaces or special characters, and the first character should be a letter.

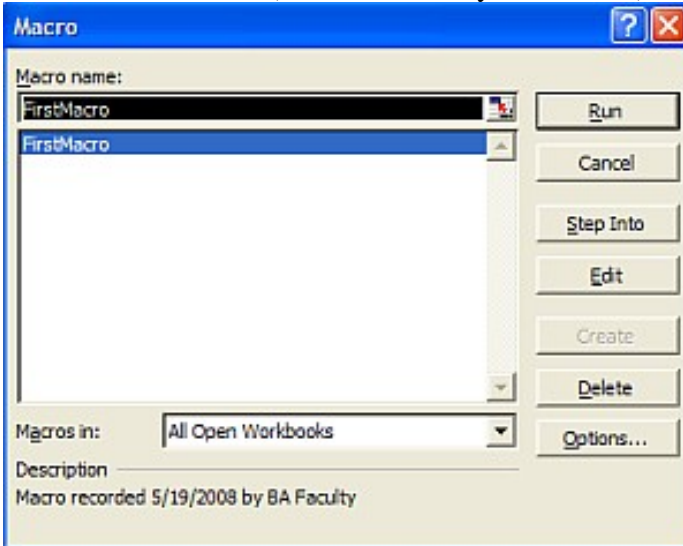


- 4 Click OK.
- 5 Try to type something or set some formatting styles to some cells. (e.g. type ABC in cell B2 and set the cell color to yellow.)
- 6 Click the stop recording macro button.



- 7 Clear the text/formatting you have set.
- 8 Click Tools > Macro > Macros...

- 9 Select “FirstMacro” (or other names you have set) and then click Run.



You should see that the same text and formatting has reappeared in your Excel sheet. So we see that one of the uses of macros is to automate some repeated works in Microsoft Office.

Another use is to simplify your work in writing programming codes. We will see some examples later in the text.

Exercise 1

1. Record a macro in Microsoft Word, which prints “IFA is the best” with font size 14, bolded and font color red, center aligned.
2. Record a macro in Microsoft Powerpoint, which shows “Visual Basic Programming” with font-size 48 in the middle of a slide.
3. Record a macro in Microsoft Excel, which calculates the average of 10 numbers which are pre-inputted in cells A1 to A10.