Introduction to Visual Basic for Applications

- To get started with your first VBA program, which writes a text file, start Microsoft Excel (version 5.0 or newer) and open a new workbook. Save the workbook (say, as *myfile.xls*) in the directory where you want your VBA (text) text file to go.

- Go to **Macro** on the **Tools** menu and select **Visual Basic Editor**, as shown in Figure 1 (or just hit *Alt-F11*).
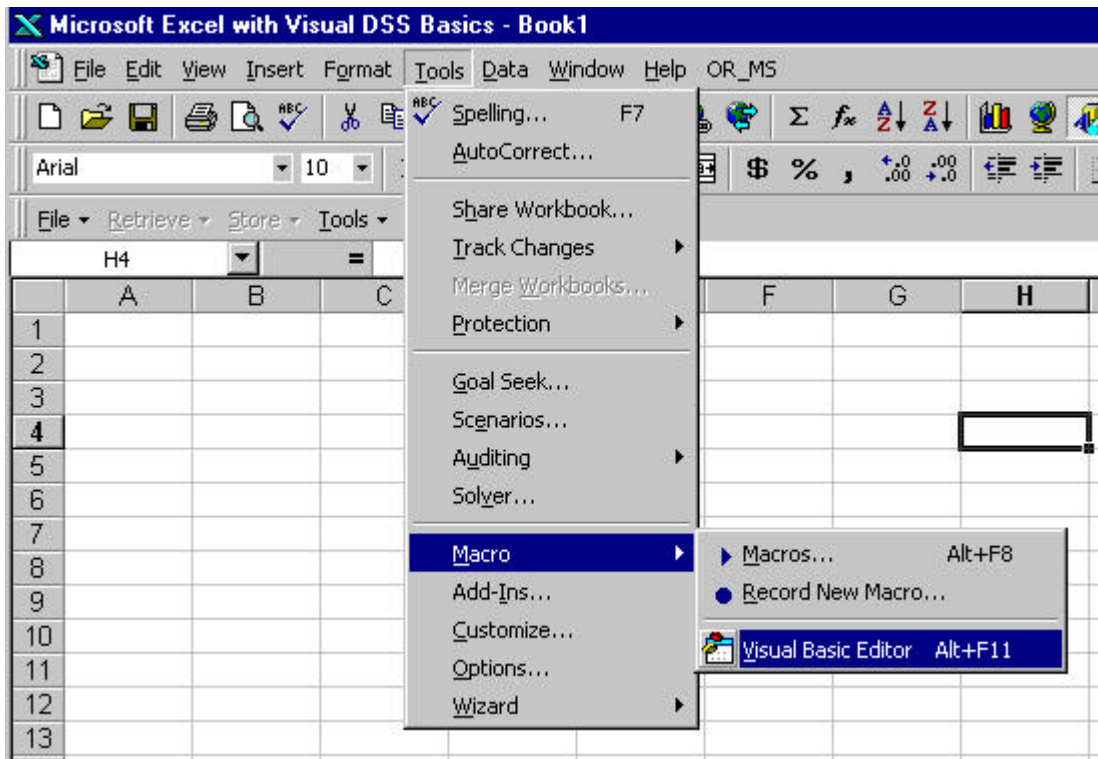

Figure 1. Opening the VBA Editor.

- In the VBA Editor, you will probably see three windows—the Project Window, the Properties Window, and a Code Window. In the Project Window, highlight **VBAProject(*myfile.xls*)**, and then choose **Module** from the **Insert** menu.

- A module called "Module 1" should be added to your project, and a blank code window for the module should open. If you don't see a code window, double-click on "Module1" in the Project window. (Don't worry if "Option Explicit" appears in the code window).
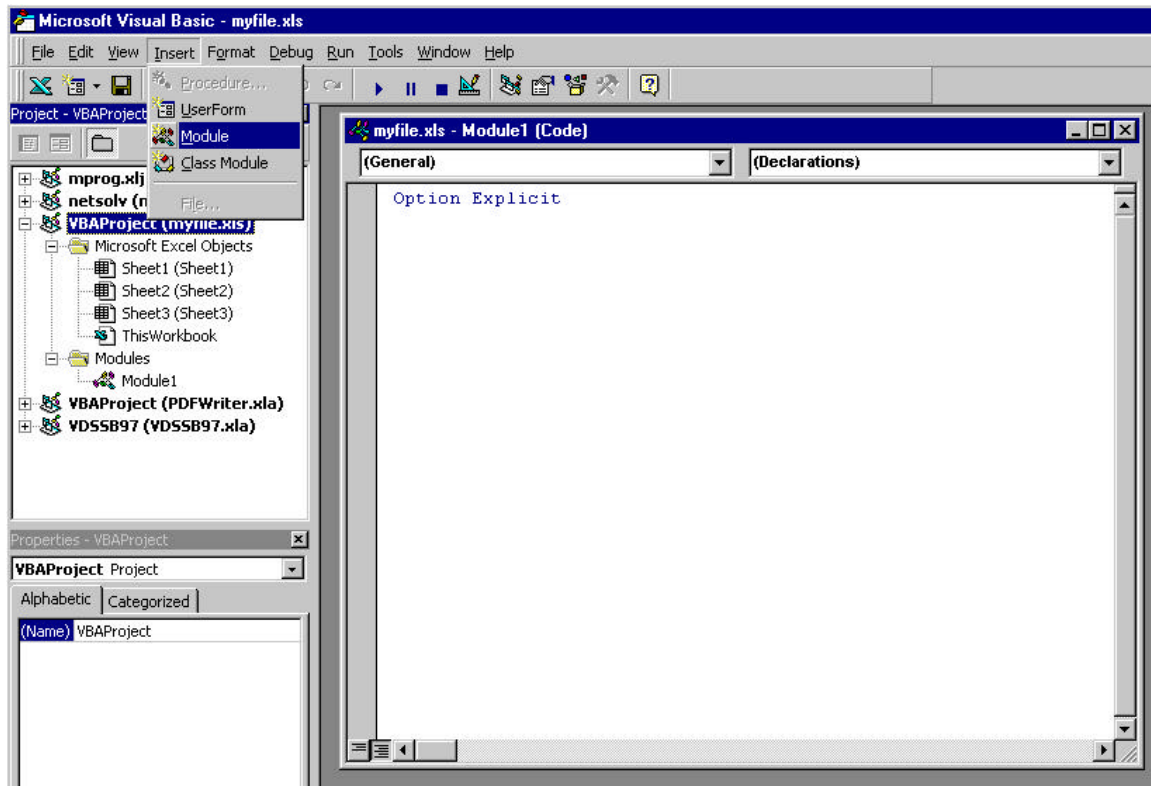
Figure 2. Inserting a module into a project.

- Type your code in the code window. Syntax errors will appear in red.

- When finished, select **Sub/form** from the **Run** menu, or else click on the ▷ button to run your code.

- Upon running, a text file called "Proj2.LPN" should appear in your directory.

- Study the output file and your code that wrote it.

- Choose **Close and Return to Microsoft Excel** from the **File** menu.