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The great power of VBA programming in Office is that nearly every operation that you can perform with a mouse, keyboard, or a dialog box can also be done by using VBA. Further, if it can be done once with VBA, it can be done just as easily a hundred times.

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These co-authors contributed their favorite VBA macros

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that would be useful to a wide range of Office users. A Who's-Who of VBA. Word: The book contains 45 Word macros by Cindy Meister, a Microsoft MVP for Word. She hails from Switzerland and has been an MVP since 1996. PowerPoint: 11 Macros for PowerPoint by Bill Dilworth. Bill is a Microsoft MVP in PowerPoint from Pennsylvania.

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Ways ...~~

A macro is an action or a set of actions that you can run as many times as you want. When you create a macro, you are recording your mouse clicks and keystrokes. After you create a macro, you can edit it to make minor changes to the way it works. Suppose that every month, you create a report for your accounting manager. You want to format

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the names of the customers with overdue accounts in red, and also apply bold formatting.

## Access

~~Quick start: Create a macro~~  
~~—Office Support~~

Another method to enable macros in a file is via the Microsoft Office Backstage view, the view that appears after you click the File tab, when the yellow Message Bar appears. Click the File tab. In the Security Warning area, click Enable Content. Under Enable All Content, click Always enable this document's active content.

~~Enable or disable macros in~~  
~~Office files —Office~~

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For example, macros can use the VBA SHELL command to run arbitrary commands and programs or use the VBA KILL command to delete files on your hard drive. After a malicious macro is loaded into an Office application like Word via an infected document, it can use features like "AutoExec" to automatically start with Word or "AutoOpen" to automatically run whenever you open a document.

~~Macros Explained: Why  
Microsoft Office Files Can  
Be Dangerous~~

As we stated above, a macro is VBA code, but one of the

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nice things about Excel is  
you can create/record them  
with zero coding required -  
as we will do here. To

create a macro, go to View >  
Macros > Record Macro.

Assign the macro a name (no  
spaces) and click OK.

## ~~Learn How to Use Excel Macros to Automate Tedious Tasks~~

In Excel 2003, VBA macros  
can run only if the Trust  
all installed add-ins and  
templates option (in Excel  
2003, the Trusted Publishers  
tab in the Security dialog  
box) is selected and the  
macros (whether signed or  
unsigned) are stored in a  
specific trusted folder on

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the user's hard disk.

## Over 100 Amazing Ways To Automate Word Excel Change macro security Powerpoint Outlook And settings in Excel - Excel

To export your personal macro workbook, here's what you need to do: Open the Visual Basic Editor. In the Project Explorer, right-click Module1 under PERSONAL.XLSB and select Export File. Navigate to the folder where you want to save your personal macro workbook, give the file any name you want, and click Save.

~~Excel Personal Macro  
Workbook: how to create, use  
and share~~

In the VBA Project Explorer

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On the left hand side, expand the VBA Project folder for your workbook, then double-click the ThisWorkbook module. If you don't see the Project Explorer, you can go to View > Project Explorer, or press Ctrl+R.

~~Automatically run a macro when opening a workbook — Office ...~~

If you are authoring Macros for Office for Mac, you can use most of the same objects that are available in VBA for Office. For information about VBA for Excel, PowerPoint, and Word, see the following:

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Word, Excel, PowerPoint,  
Outlook, and Access" by Juan  
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Microsoft Office user  
familiar with Word, Excel,  
PowerPoint, Access, or  
Outlook, this book provides  
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VBA (Visual Basic for  
Applications) is the  
programming language of

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Excel and other Office programs. 1 Create a Macro: With Excel VBA you can automate tasks in Excel by writing so called macros. In this chapter, learn how to create a simple macro.

## ~~VBA in Excel - Easy Excel Macros~~

Go to the View tab, select Macros, then choose Record Macro to open the Record Macro dialog box. In the Macro Name text box, type a unique name. Names can contain up to 80 letters or numbers (no symbols or spaces) and must begin with a letter.

## ~~Understanding Macros in~~



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~~Microsoft Word~~  
Over 100 Amazing Ways To

To get macros enabled in all  
Excel workbooks by default,  
this is what you need to do:

Go to the File tab >

Options. On the left-side  
pane, select Trust Center,  
and then click Trust Center  
Settings... In the Trust  
Center dialog box, click  
Macro Settings on the left,  
select Enable all macros and  
click OK.

~~How to enable and disable  
macros in Excel~~

To restore your macros from  
a .bas file, open Word,  
Excel, Outlook, or  
PowerPoint and press Alt +  
F11 to open the VBA editor.  
In Word, select Normal in

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~~How to Save and Restore~~

~~Macros in Microsoft Office~~

Create the AutoKeys macro On  
the Create tab, in the Other  
group, click Macro. If this  
command is unavailable,  
click the arrow beneath  
either the Module or the  
Class Module button, and  
then click Macro. On the  
Design tab, in the Show/Hide  
group, click Macro Names to  
display the Macro Name  
column.

A guide to programming the  
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to-adapt solutions. By reading this book, you will:  
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collections, and custom  
functions Solve

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analysis problems more  
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Excel in less time For  
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entrepreneurs, students, and  
others who need to  
efficiently manage and  
analyze data

A comprehensive guide to the  
language used to customize  
Microsoft Office Visual  
Basic for Applications (VBA)  
is the language used for



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writing macros, automating Office applications, and creating custom applications in Word, Excel, PowerPoint, Outlook, and Access. This complete guide shows both IT professionals and novice developers how to master VBA in order to customize the entire Office suite for specific business needs. Office 2010 is the leading productivity suite, and the VBA language enables customizations of all the Office programs; this complete guide gives both novice and experienced programmers the knowledge they need to make maximum use of VBA for Office Supported with real-world

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content is explored in real-world projects in Word, Excel, Outlook, and PowerPoint. Since the technical programming methods in the Office applications continue to evolve, the updated 2019 edition reviews the changes to the program. Code libraries, the API, and the object model for each Office program have been modified during the three years since the last version of this book. Various elements within VBA have been deprecated or replaced, and the surface UI changed as well. The updated 2019 edition covers topics such as:

- Recording macros and

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Getting started with VBA • Learning how to work with VBA • Using loops and functions • Using message boxes, input boxes, and dialog boxes • Creating effective code • XML-based files, ActiveX, the developer tab, content controls, add-ins, embedded macros, and security Written for all levels of Microsoft Office 365 users, Mastering VBA Microsoft Office 365: 2019 Edition explains how to customize and automate the Office suite of applications.

Enhance productivity in any Office application with zero programming experience

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Over 100 Amazing Ways To Automate Word, Excel, Powerpoint, Outlook, And Access macros right away. You'll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions, message boxes, input boxes, and dialog boxes to design your own Office automation program. Add-ins, embedded macros, content controls, and more give you advanced tools to enhance productivity, and all instruction is backed by real-world practice projects in Word, Excel, Outlook, and PowerPoint. Productivity is the name of the game, and automating certain computing tasks is an easy solution with significant impact for

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any business. This book shows you how, with step-by-step guidance and expert insight. Expand Office 2016 functionality with macros Learn how to work with VBA and the entire Office suite Create effective code, even with no programming experience Understand ActiveX, XML-based files, the developer tab, and more VBA is designed to be understandable and accessible to beginners, but powerful enough to create specialized business applications. If you're ready to begin exploring the possibilities, Mastering VBA for Microsoft Office 2016 gets you started right away.



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