

VBA coding for Excel

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Lunch Time

Continue at 1 pm

Today We're Going to Cover

Day 1

Morning

- ▶ Introduction to Macros
- ▶ Recording Macros
- ▶ Editing Macros
- ▶ VBA Interface
- ▶ Macro Security
- ▶ Debugging
- ▶ Customizing Ribbon and Toolbars

Afternoon

- ▶ VB Grammar
- ▶ Inserting & Formatting Text
- ▶ Sorting Data
- ▶ Variables & Operators
- ▶ Duplicating Data
- ▶ Generating Reports
- ▶ Various Properties, Objects and Methods

Today We're Going to Cover

Day 1

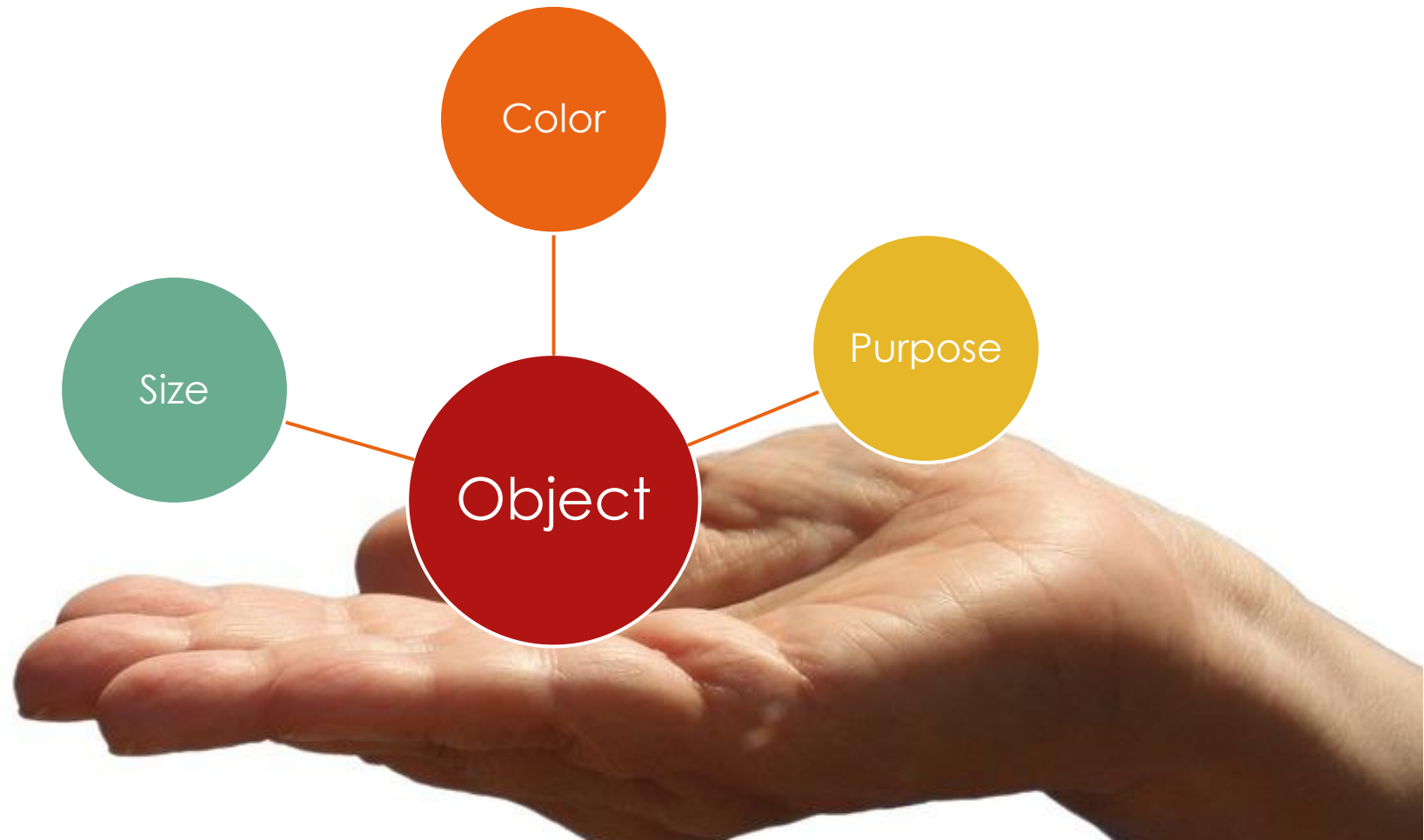
Morning

- ▶ Introduction to Macros
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- ▶ Editing Macros
- ▶ VBA Interface
- ▶ Macro Security
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Afternoon

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- ▶ Generating Reports
- ▶ Various Properties, Objects and Methods

Object-Oriented Programming



Modelled like real time objects

Macros

```
Public Sub Unique_Macro_Name()
```

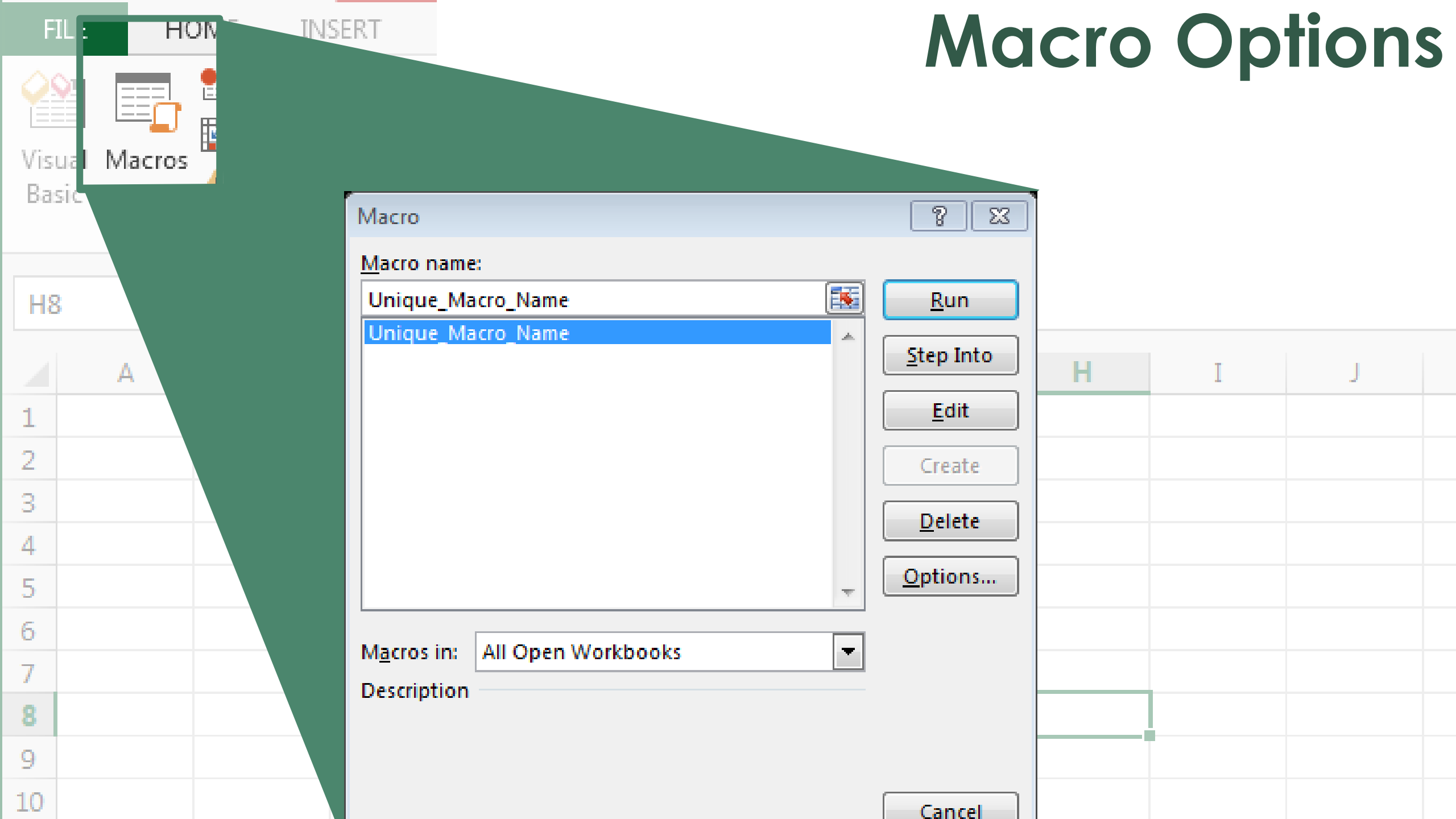
```
Object.Property
```

```
Object.Method
```

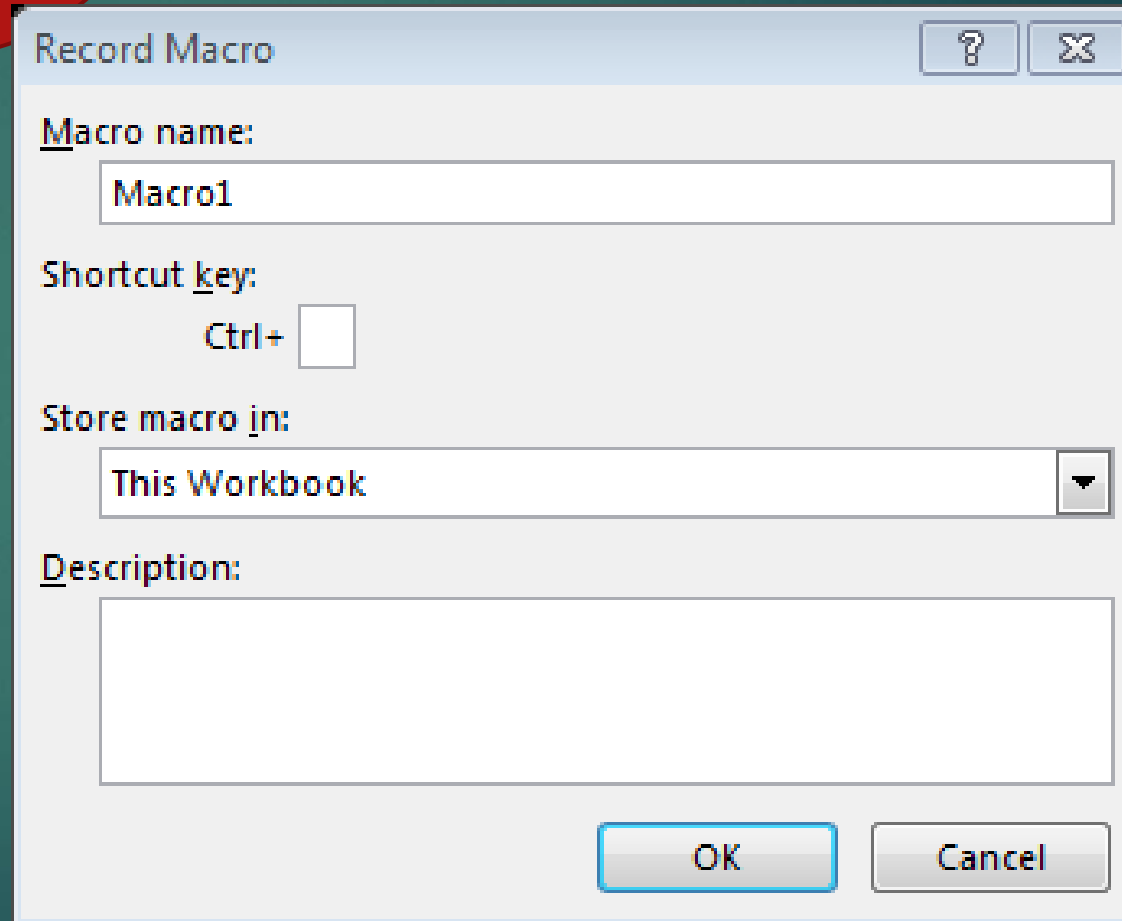
```
'This is a Macro!
```

```
End Sub
```

Macro Options



The Macro Recorder



The image shows a 'Record Macro' dialog box from a spreadsheet application. It has a title bar with a question mark and a close button. The dialog contains four sections: 'Macro name' with a text box containing 'Macro1'; 'Shortcut key' with a 'Ctrl+' label and an empty key selection box; 'Store macro in' with a dropdown menu showing 'This Workbook'; and 'Description' with a large empty text area. At the bottom are 'OK' and 'Cancel' buttons.

Record Macro

Macro name:
Macro1

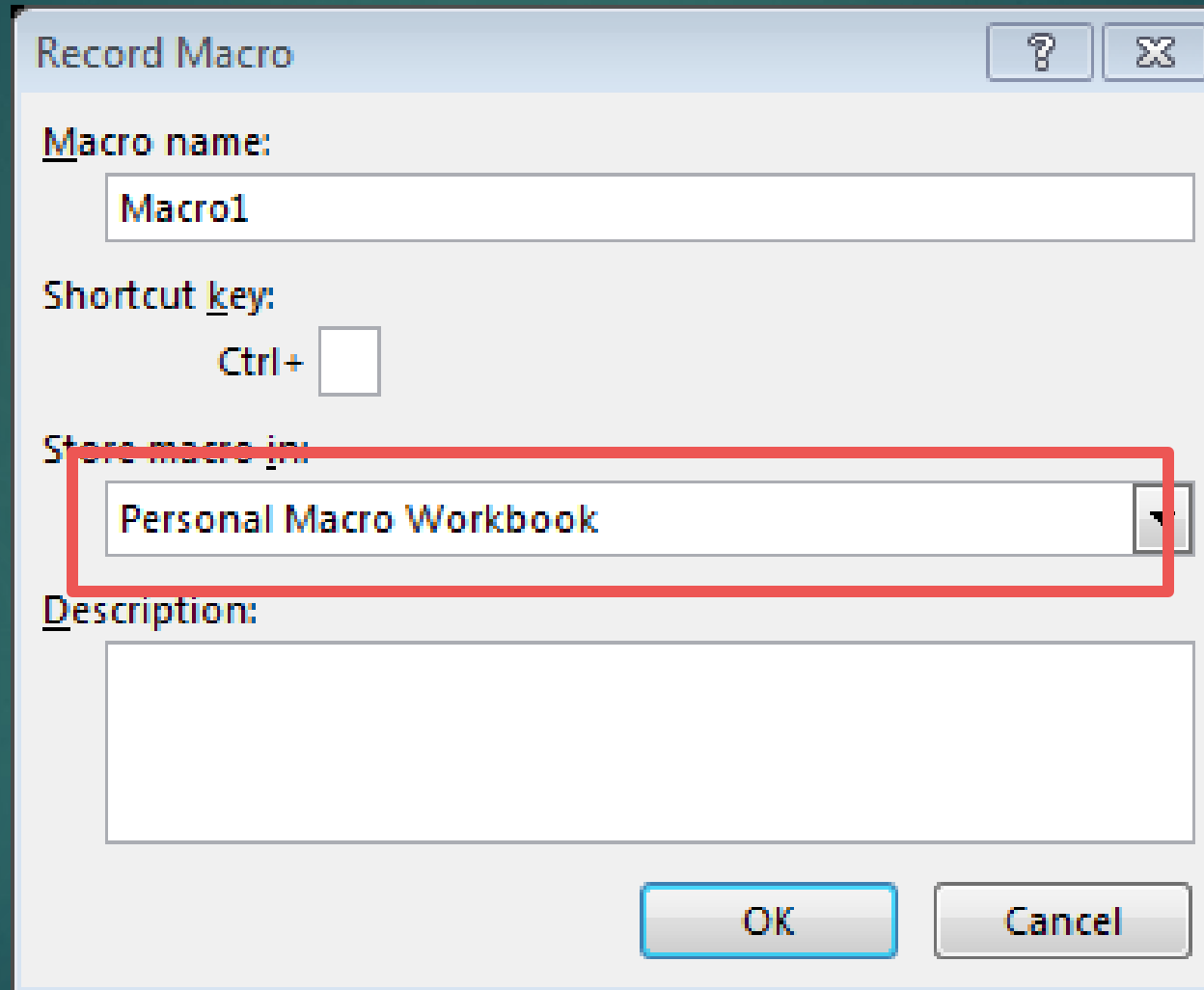
Shortcut key:
Ctrl+

Store macro in:
This Workbook ▼

Description:

OK Cancel

Personal Macro Workbook



The image shows a 'Record Macro' dialog box from a spreadsheet application. The dialog has a title bar with a question mark and a close button. It contains four main sections: 'Macro name' with a text box containing 'Macro1'; 'Shortcut key' with a label 'Ctrl+' and an empty key selection box; 'Store macro in' with a dropdown menu showing 'Personal Macro Workbook' (highlighted by a red rectangle); and 'Description' with a large empty text area. At the bottom are 'OK' and 'Cancel' buttons.

Record Macro

Macro name:
Macro1

Shortcut key:
Ctrl+

Store macro in:
Personal Macro Workbook

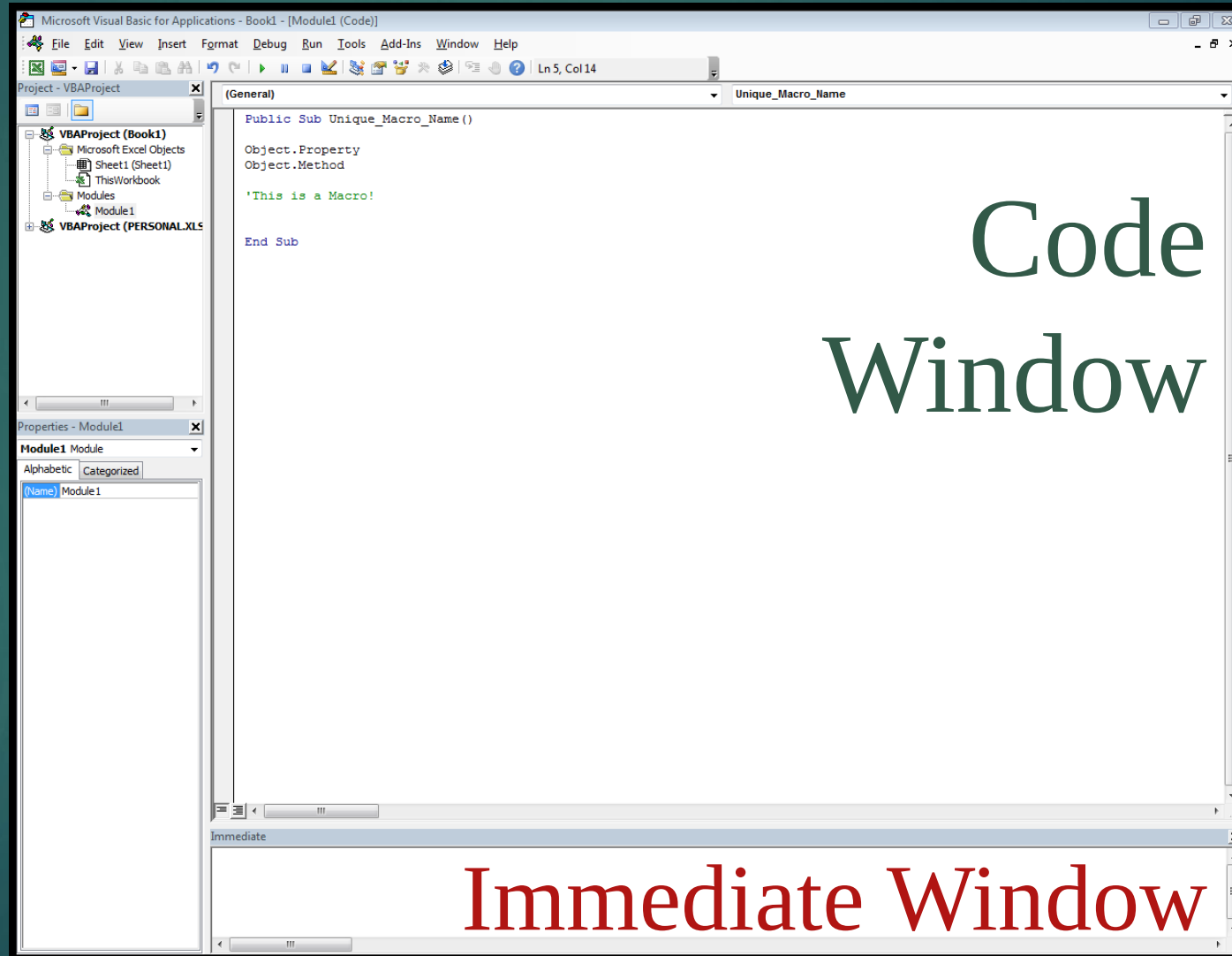
Description:

OK Cancel

Visual Basic Editor

Project
Explorer

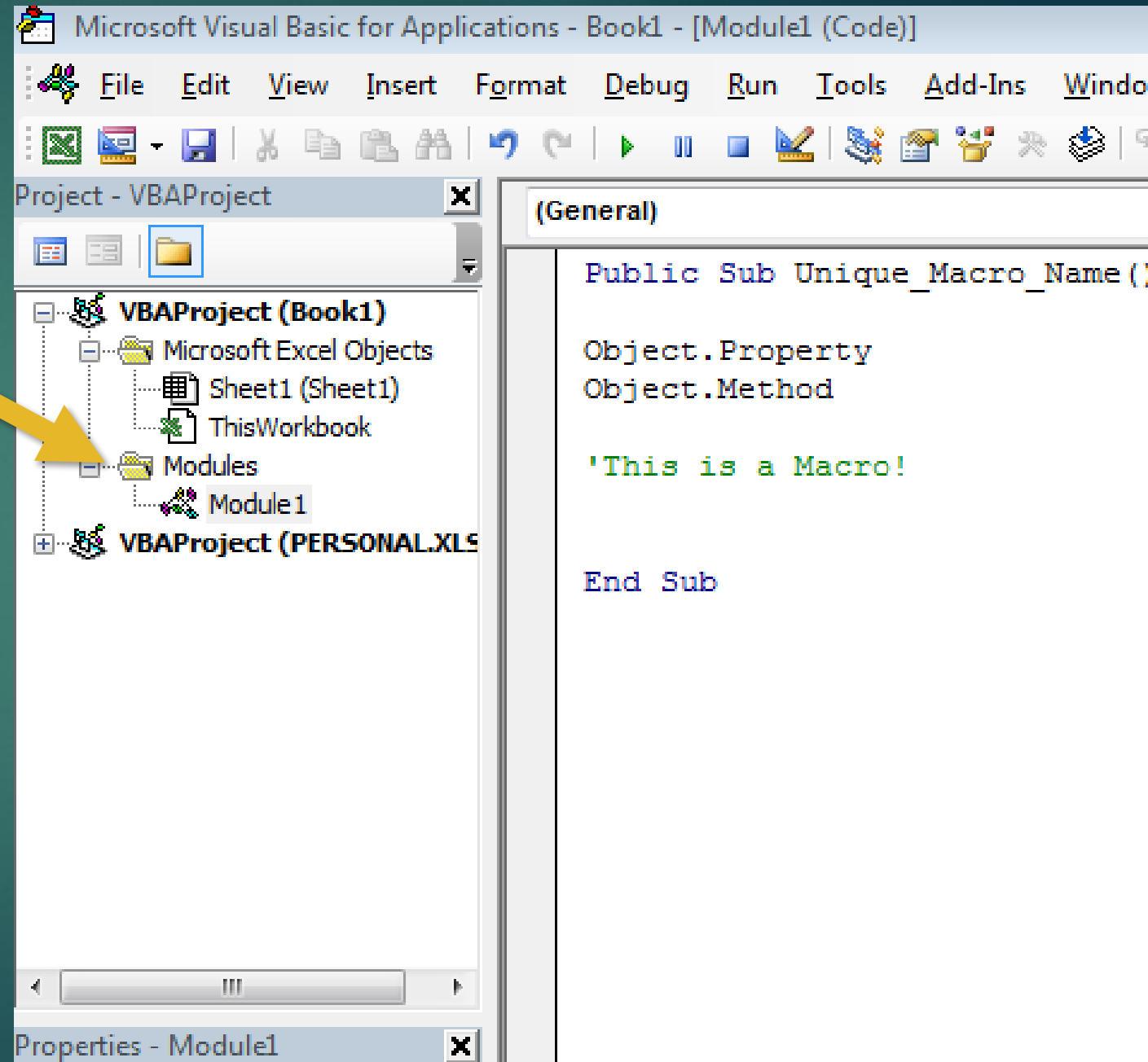
Properties
Window



Code
Window

Immediate Window

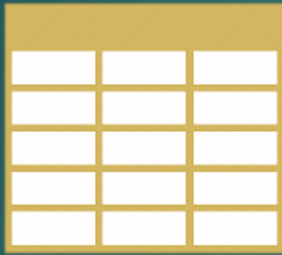
Modules



Objects



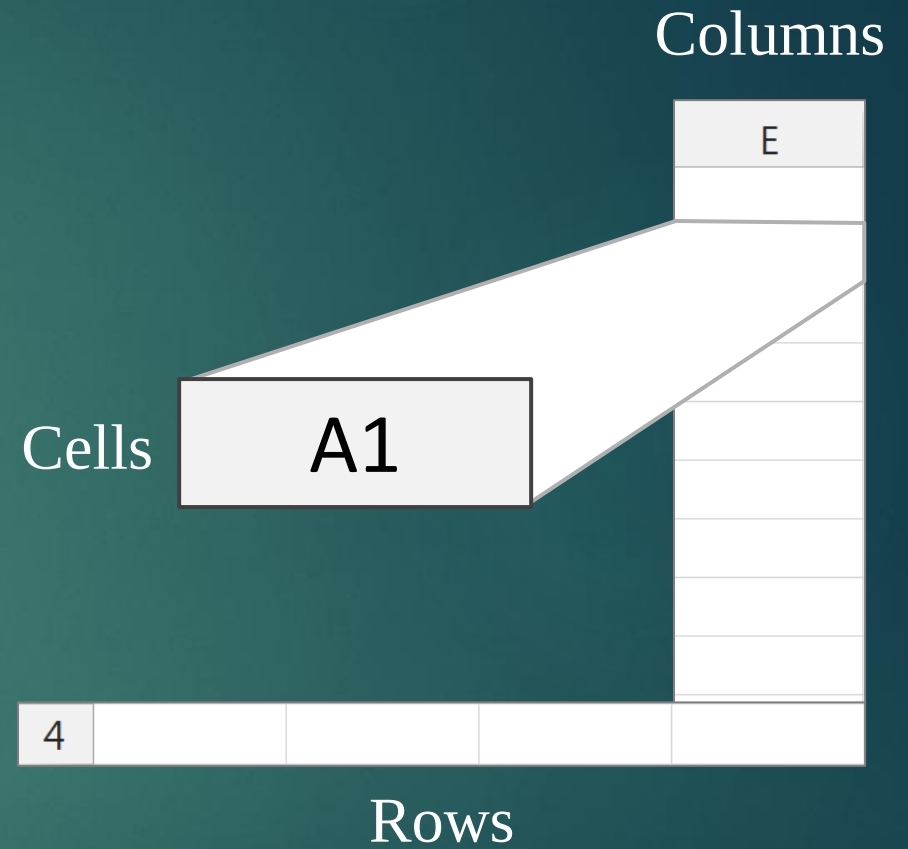
Sheets



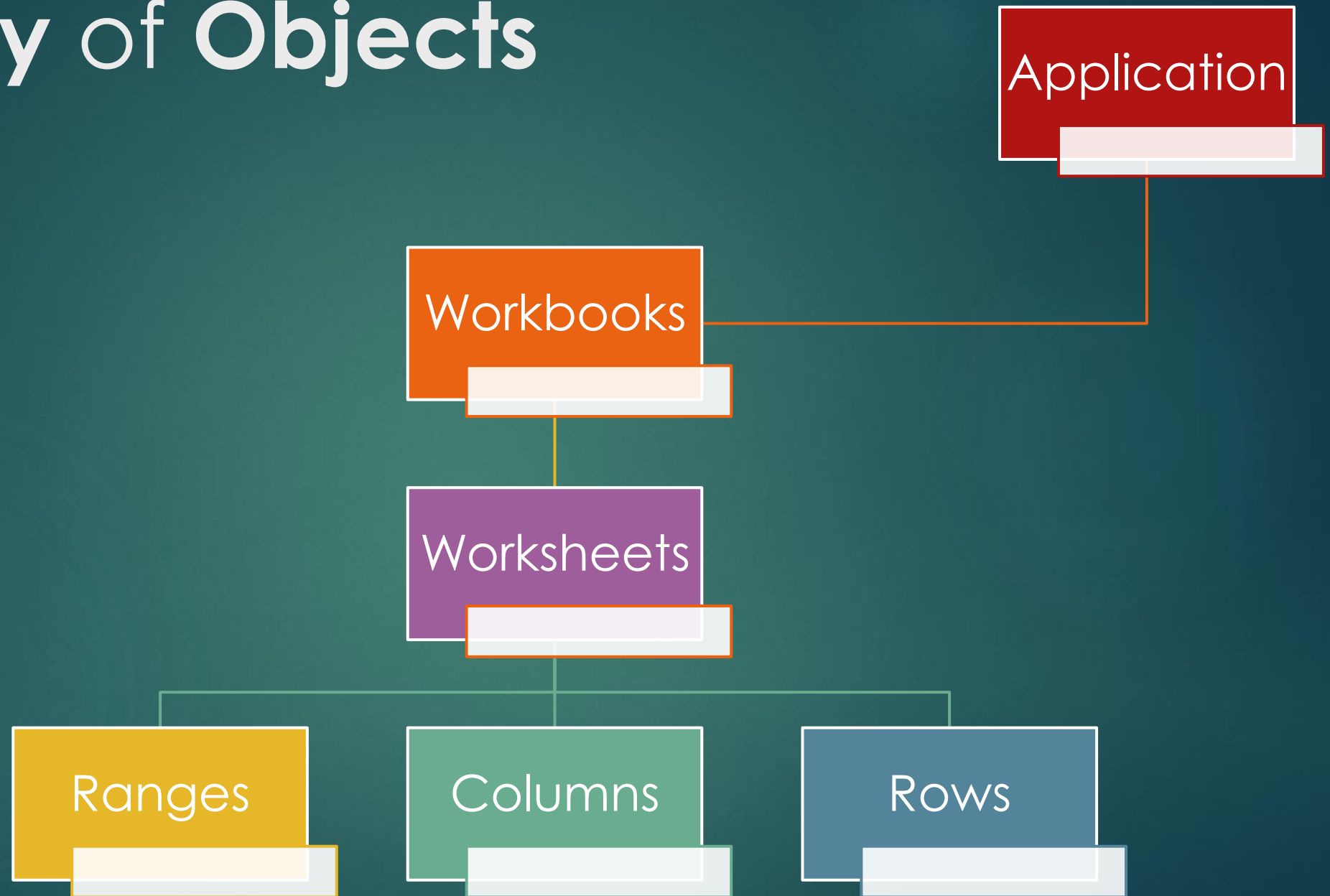
Tables



Charts



Hierarchy of Objects



Properties

A1

.Color

\$1,000,000

.Value

Text

.Font

Methods

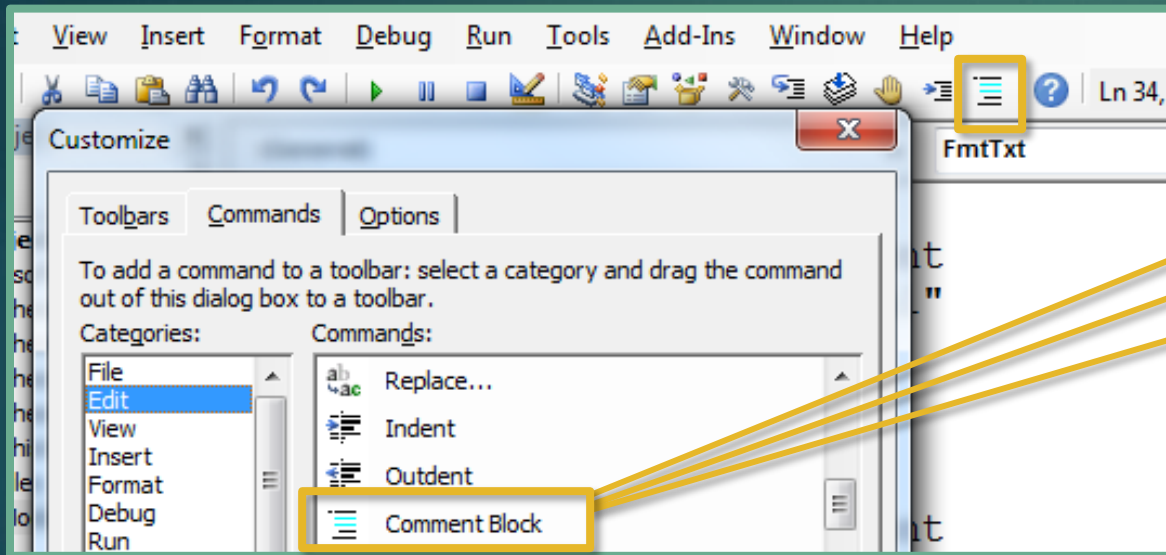
Copy

Clear
Contents

VBA Comments

```
Public Sub ExampleMacro()  
  
    ' These are notes to myself  
    ' about my macro  
    ' or directions about how it works  
  
End Sub
```

“comment out” a block **all at once**



```
Public Sub ExampleMacro()
```

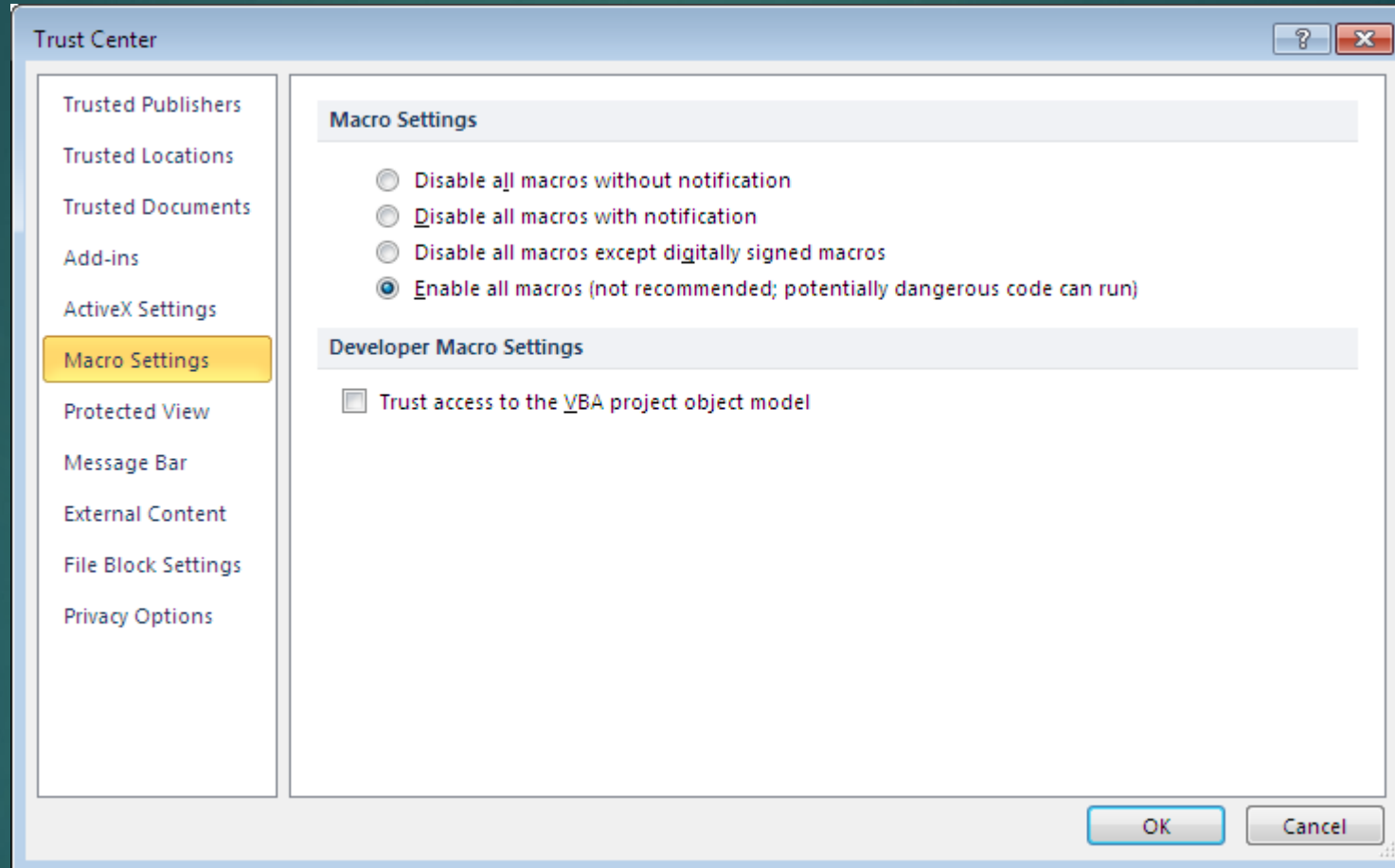
```
' These are notes to myself
```

```
' about my macro
```

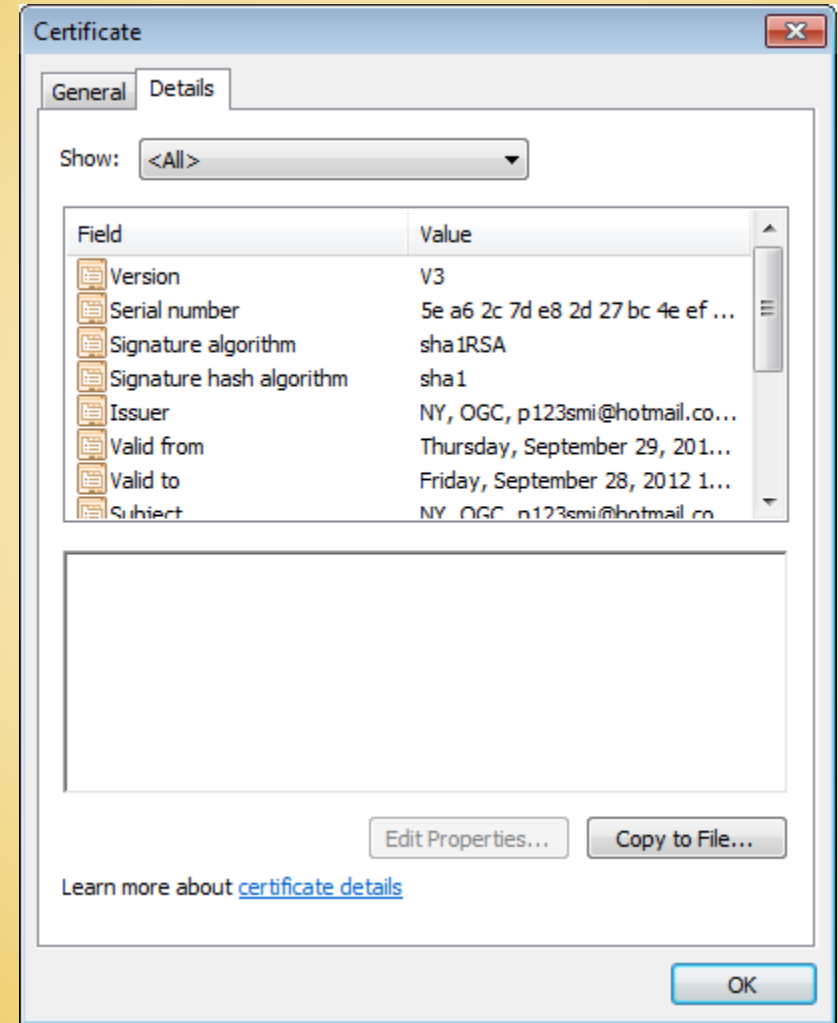
```
' or directions about how it works
```

```
End Sub
```

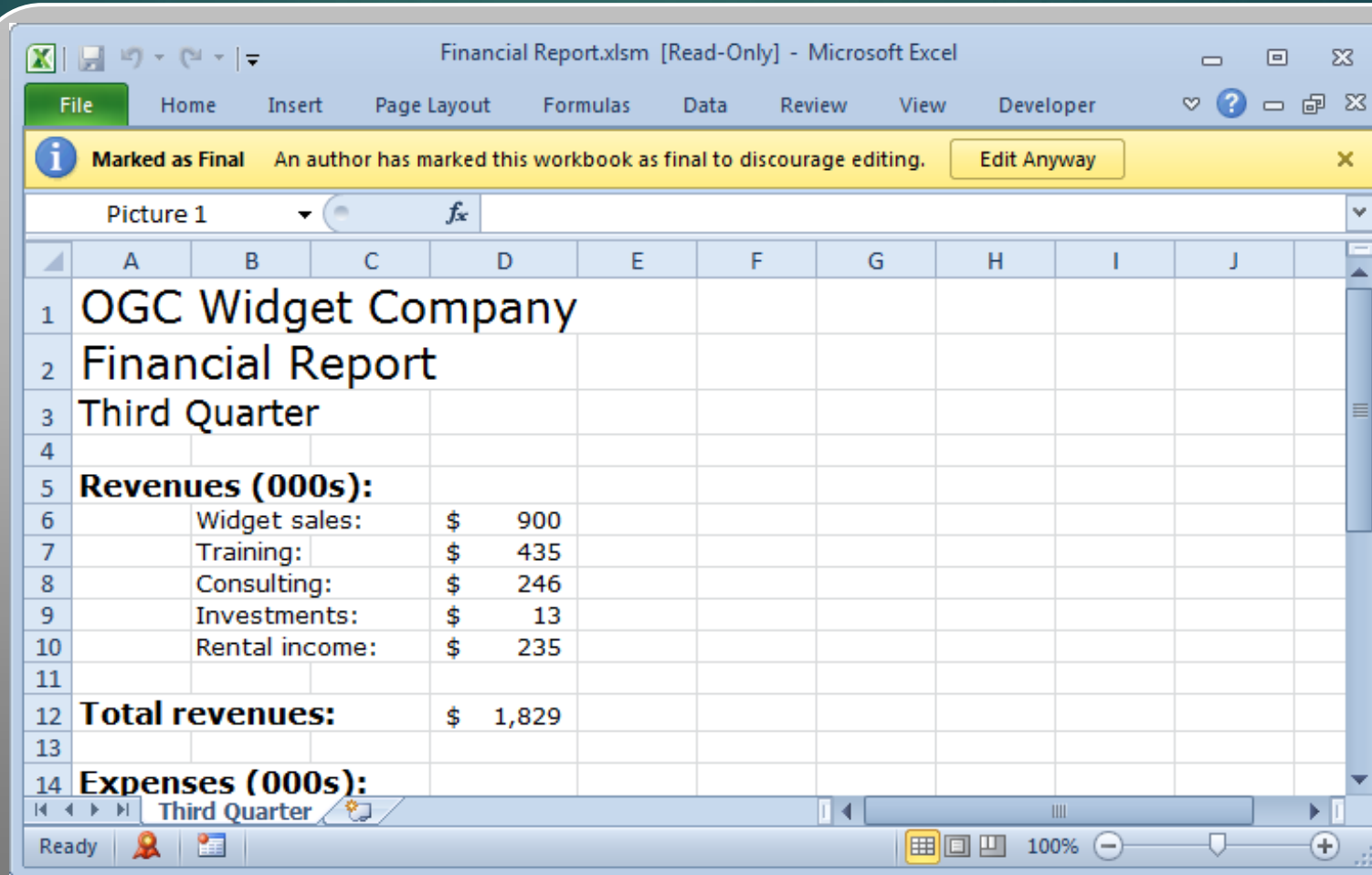
Macro Security Settings



Digital Certificates



Digital Signatures



Financial Report.xlsm [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Marked as Final An author has marked this workbook as final to discourage editing. Edit Anyway

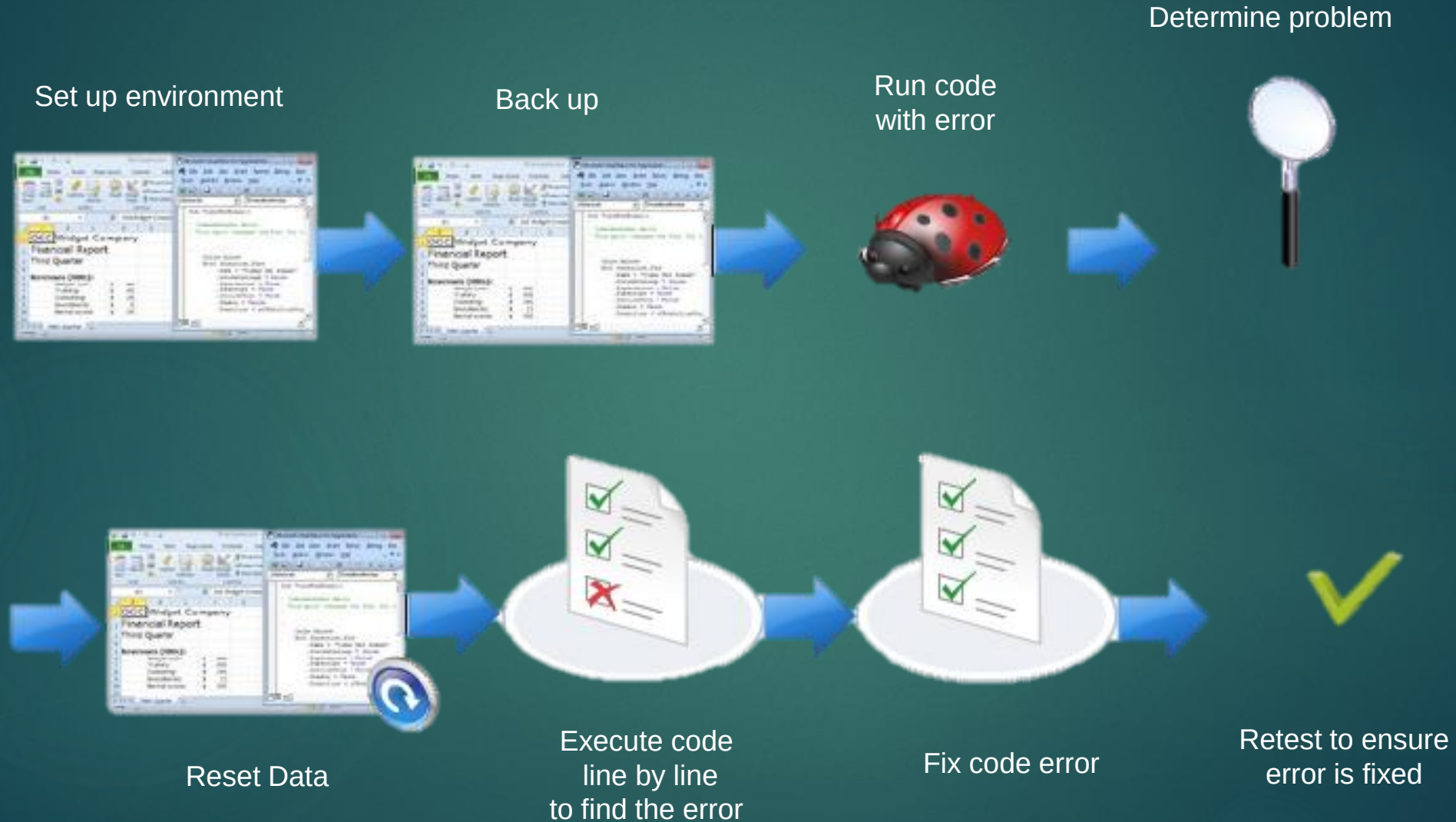
Picture 1 fx

	A	B	C	D	E	F	G	H	I	J
1	OGC Widget Company									
2	Financial Report									
3	Third Quarter									
4										
5	Revenues (000s):									
6		Widget sales:		\$ 900						
7		Training:		\$ 435						
8		Consulting:		\$ 246						
9		Investments:		\$ 13						
10		Rental income:		\$ 235						
11										
12	Total revenues:			\$ 1,829						
13										
14	Expenses (000s):									

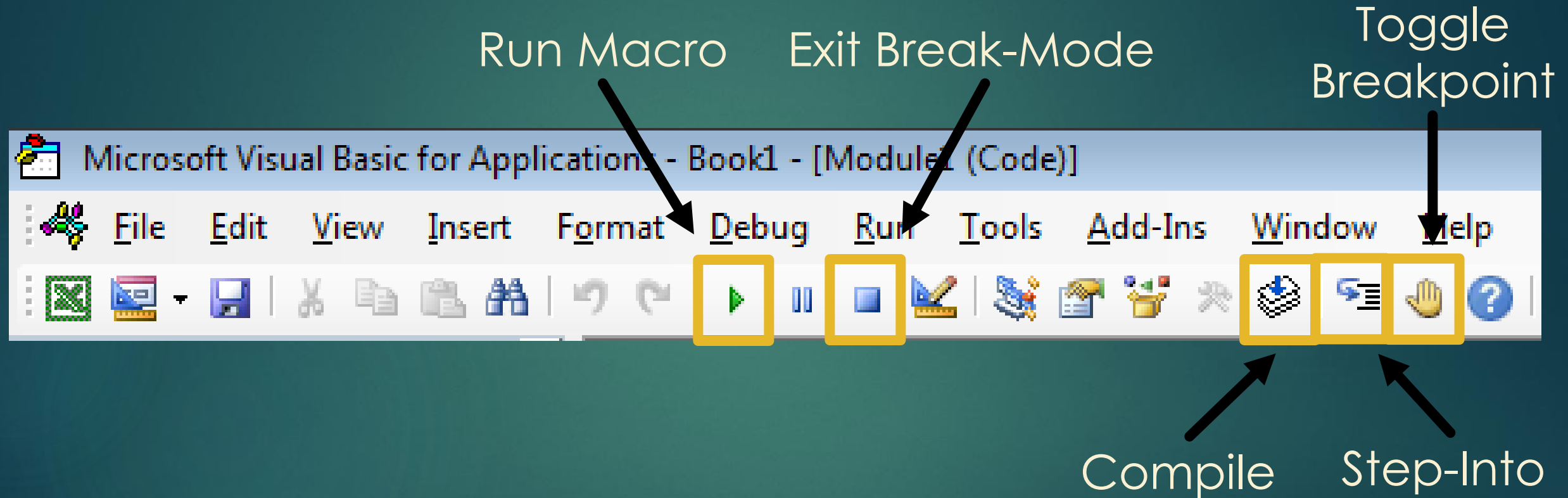
Third Quarter

Ready 100%

The Debugging Process



Debugging Tools



Intellisense Window

Range ("A1") .

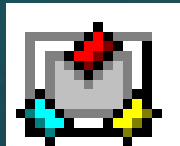
- Activate
- AddComment
- AddIndent
- Address
- AddressLocal
- AdvancedFilter
- AllocateChanges



Methods

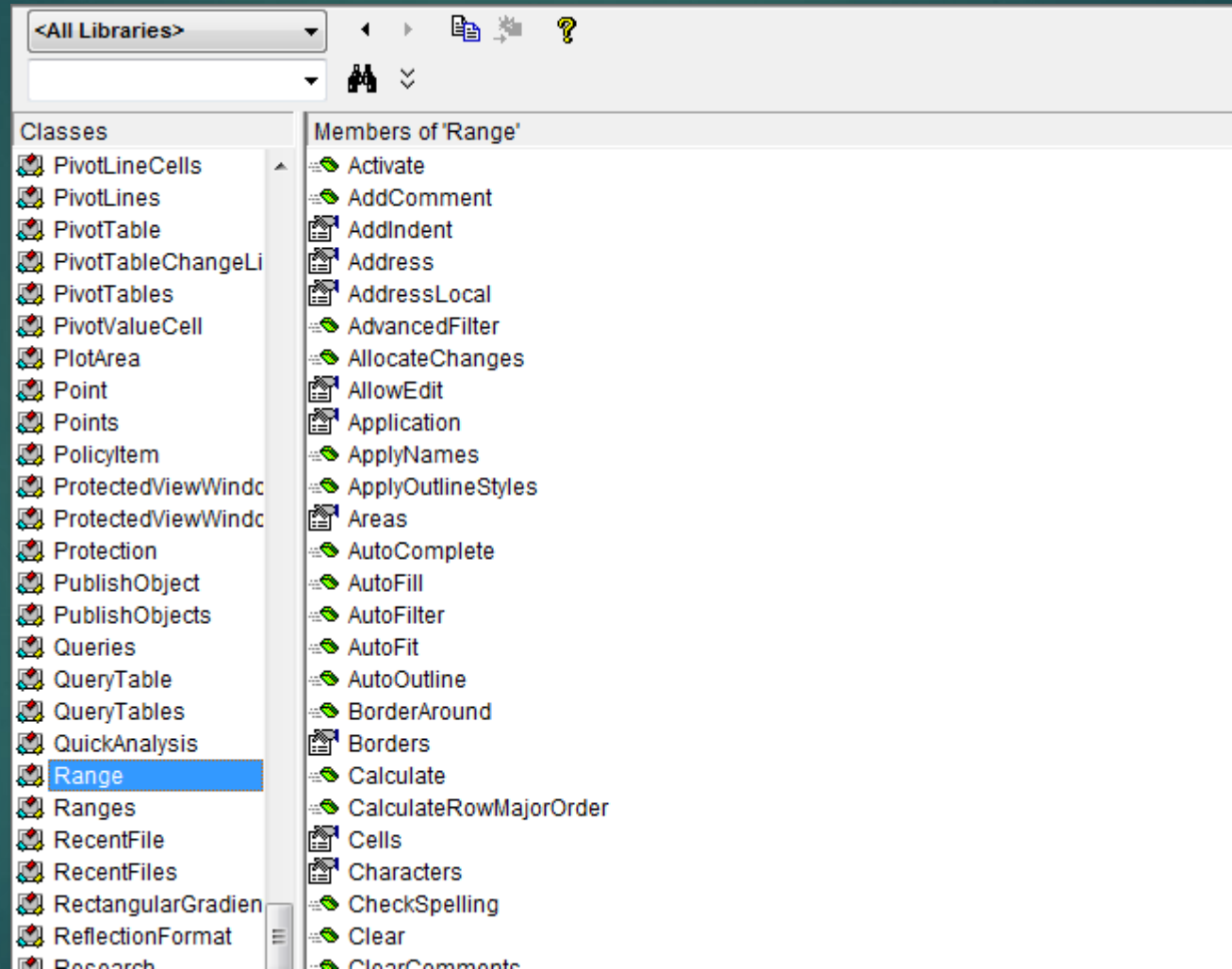


Properties



Objects

Object Browser



The Range Object

	A	B	C	
1	Hello			
2				
3				
4				

Range ("A1") . Value = "Hello"

Using the **Range** object

Range ("A1") . Value = "Hello"

	A	B
1	Hello	
2		

Range ("A1") . Interior . Color = vbYellow

	A	B
1	Hello	
2		

Range ("A1") . Font . Color = vbRed

	A	B
1	Hello	
2		

Different ways to express the same Range

	A	B	C
1			
2			
3			Select this Cell
4			

`Range("C3")`

`Range("B2").Range("B2")`

`Cells(3,3)`

`[C3]`

`Range("A1").Offset(2,2)`

`MyRange = "C3"`

`Range(MyRange)`

Color Options in VBA

Theme Colors

xlThemeColorLight1

xlThemeColorDark1

xlThemeColorDark2

xlThemeColorlight2

xlThemeColorAccent1

xlThemeColorAccent2

xlThemeColorAccent3

xlThemeColorAccent4

xlThemeColorAccent5

xlThemeColorAccent6

Range ("A1") . Font . ThemeColor = xlThemeColorLight1

VB Colors

vbBlack

vbWhite

vbRed

vbLine

vbYellow

vbBlue

vbMagenta

vbCyan

Range ("A1") . Font . Color = vbRed

Color Options in VBA

RGB Colors

Blue – (0 , 0 , 255)

Yellow – (255 , 255 , 0)

Cyan – (0 , 255 , 255)

Magenta – (255 , 0 , 255)

Range (“A1”) . Font . Color = RGB(1,1,1)

Hexidecimal (Hex)

Blue – 16711680

Yellow – 65535

Cyan – 16776960

Magenta – 16711935

(Can't have the # sign, which people are used to seeing with the hex code)

Range (“A1”) . Font . Color = 65535

The Selection Object

	A	B	C	
1	Hello			
2				
3				
4				

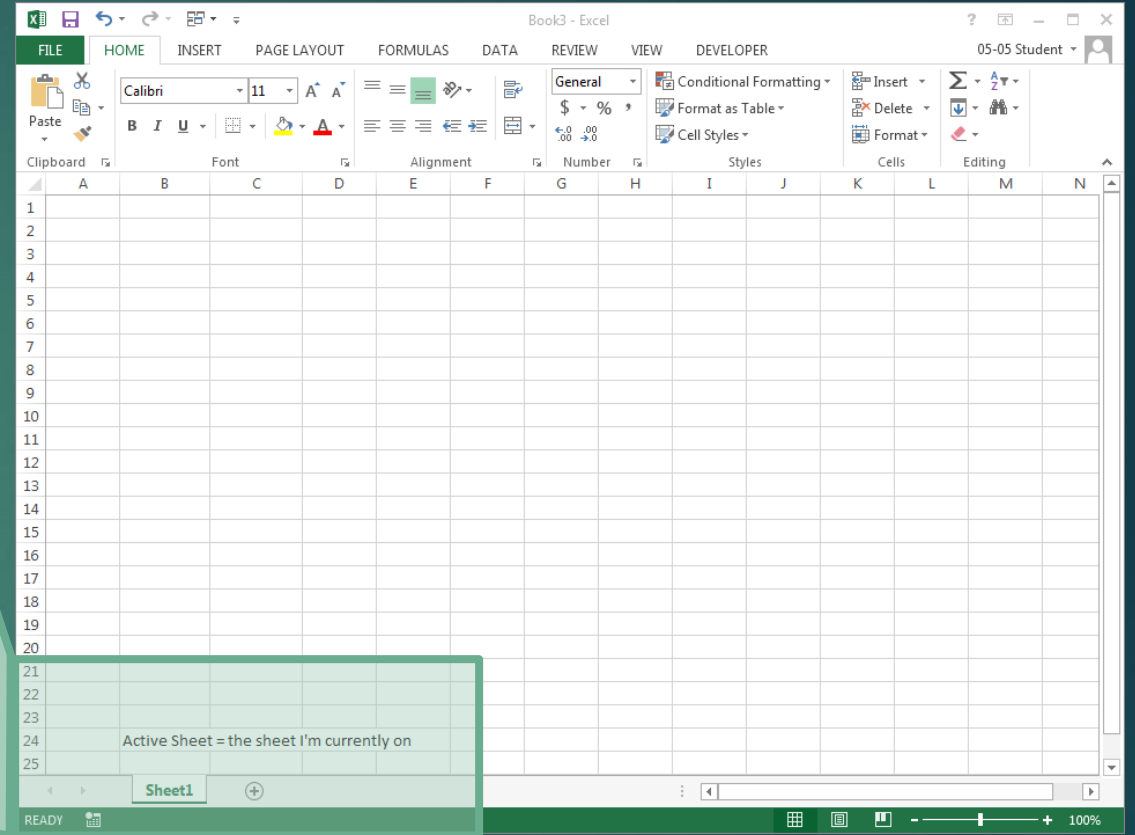
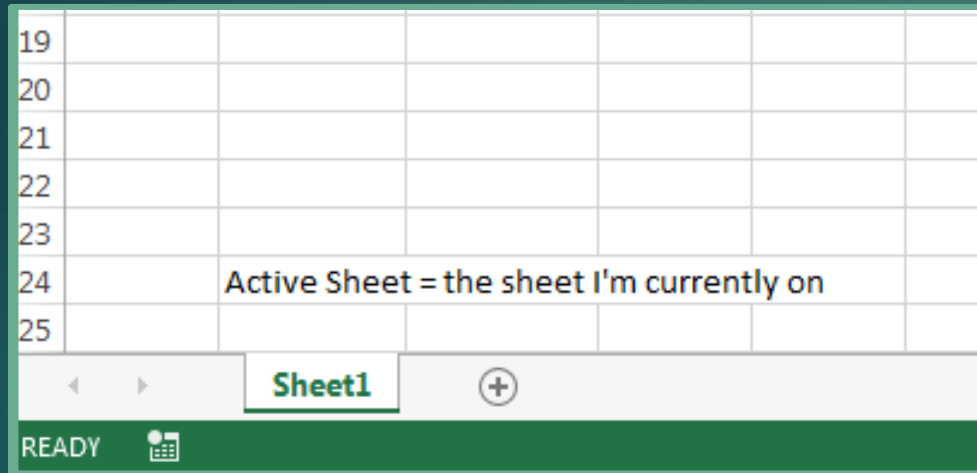
Selection . Value = “Hello”

The Value Property

Clipboard		Font		
	A	B	C	D
1	Hello			
2				
3				
4				
5				

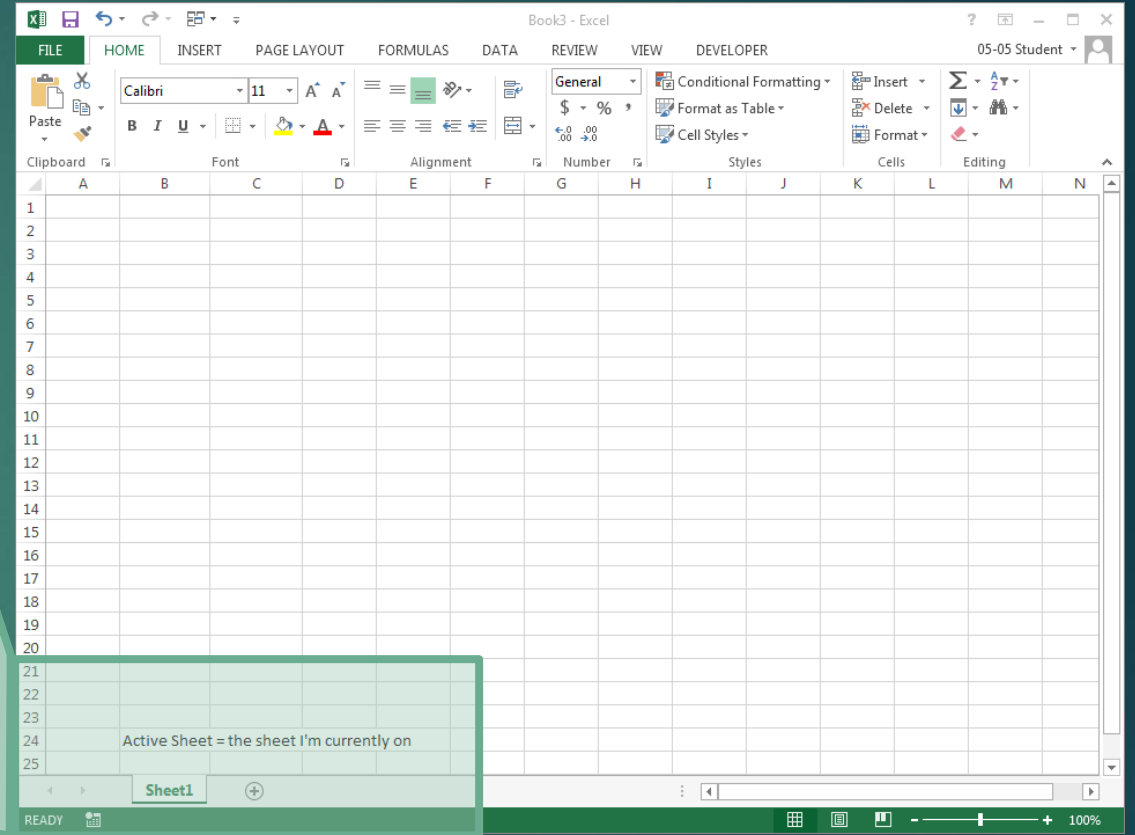
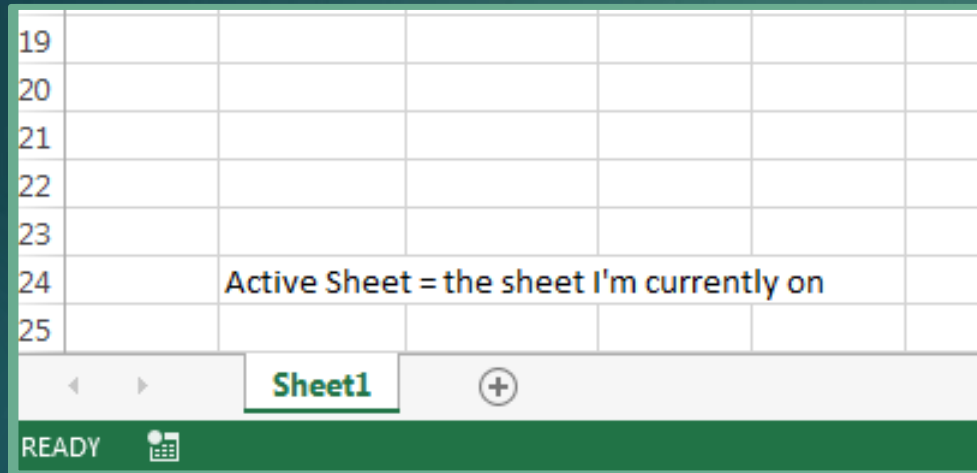
`Range("A1") . Value = "Hello"`

The ActiveSheet Object



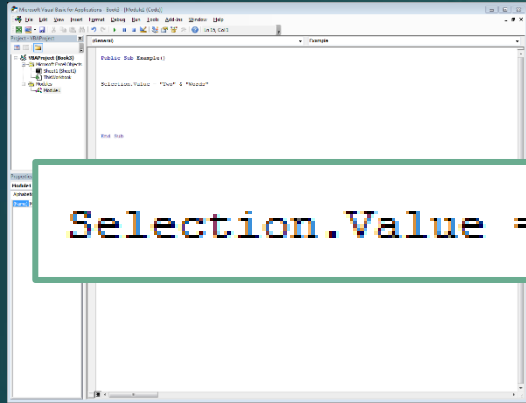
`ActiveSheet . Name = "Sheet1"`

The Name Property

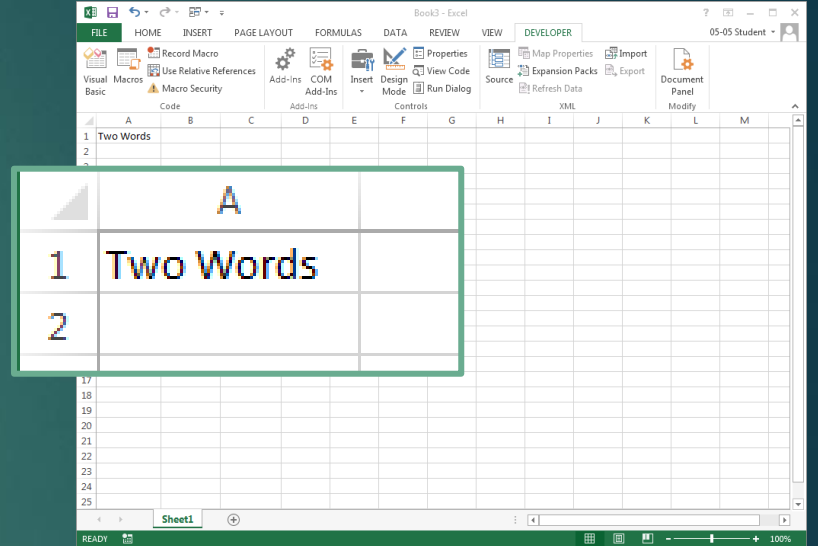


ActiveSheet . **Name** = "Sheet1"

Concatenation



`Selection.Value = "Two" & "Words"`



&

The Select Method

	A	B	C
1			
2		Select Me	
3			
4			
-			

`Range("B2") . Select`

The CurrentRegion Property

This	is	a	table	of	data
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111

This	is	a	table	of	data
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111

Range("A1") . **CurrentRegion** . Select

Practice

- ▶ Insert Headers
- ▶ Format Headers, and Columns
- ▶ Format Cell Interior of Lists

Variables

DATA STORAGE

Different Data Types

Text

The TEXT data type
allows text or text strings
to be used

≠

Number

\$ 1,234,567.00
\$ 37,465.00
\$ 3,837,474.00

≠

Boolean

FALSE
TRUE
FALSE

Common Data Types

Numbers

Decimal

- 28 decimal placeholders
- 14 bytes

Double

- Gazillions
- 8 bytes

Integer

- $-2M - 2M$
- 2 bytes

Text

Variant

- All
- 16-32 bytes

String

- 2B characters
- Depends

Char

- 0 - 65535
- 2 bytes

Boolean / Byte

Boolean

- True / False
- 2 bytes

Byte

- 0-255
- 1 byte

Misc

Date

- 1900-9999
- 8 bytes

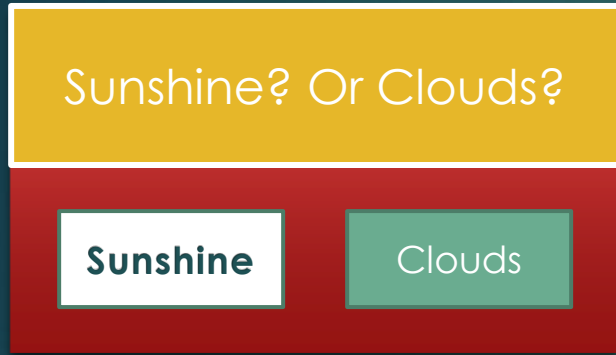
Object

- Any
- 4-32 bytes

Range

- Any
- 4-32 bytes

Variables



Stores a bit of Code



Sunshine

Delivers that code to some kind of process

Stating Variables

```
Dim NameofVariable As DataType
```



Variable Declaration:
“Okay VBA, I’m making a variable”

Data Type:
“This is going to be a *number*”
or “*Text*” or “*Boolean*”

Exercise: Create some Variables

▶ String

- ▶ Name: ExString
- ▶ Data: "This is Dummy Text"
- ▶ Make A1's value the example text

▶ Integer

- ▶ Name: ExInteger
- ▶ Data: 5.5
- ▶ MsgBox "Value is" & example value

▶ Double

- ▶ Name: ExDouble
- ▶ Data: 5.5
- ▶ MsgBox "Value is" & example value

▶ Boolean

- ▶ Name: ExBoolean
- ▶ ExBoolean = True
- ▶ If ExBoolean = True then MsgBox "Boolean variables are cool!"

(Math) Operators

+

-

*

/

<

>

=

<>

Loops

TO REPEAT ACTIONS MULTIPLE TIMES

The For Next Loop

[Open “For Next Loop” XLSM](#)

To make an action repetitive (a specific number of repetitions)

Scenario:

We want to input the value “100” multiple times into some cells.

Strategy:

We'll make a variable called “x” and use it to stand in for the numerical value of each iteration of the loop.

The For Next Loop

First: Define your variable

```
Dim x as Integer
```


The For Next Loop

Next: Write the code that we want to repeat

```
Dim x as Integer
```

```
Range(x, 1).Value = 100
```

The For Next Loop

Next: Wrap the For-Next Loop around the code to repeat it

```
Dim x as Integer
```

```
For
```

```
Range(x, 1).Value = 100
```

```
Next
```

The For Next Loop

Next: enter the code to establish the number of times this should repeat

```
Dim x as Integer
```

```
For x = 1 - 10
```

```
Range(x, 1).Value = 100
```

```
Next
```

The For Next Loop

Finish: complete the Next statement, tell it to move to the next x

```
Dim x as Integer
```

```
For x = 1 - 10
```

```
Range(x, 1).Value = 100
```

```
Next x
```

The For Next Loop

Challenge! Try out the two other For Loop examples in this workbook.

“For Next Loop” xlsm

Rehearse For Next Loop

- ▶ Design a Variable
- ▶ For Next Loop (For x = 1 to)
- ▶ Inside the Loop
 - ▶ Select Worksheet(x)
 - ▶ Start with A1
 - ▶ Select Current Region
 - ▶ Copy Content
 - ▶ Select Sheet to paste on
 - ▶ Select cell to start with
 - ▶ Insert offset function
 - ▶ Paste
- ▶ End the Loop

For Next Loop Answer

```
Sub DuplData()  
  
Dim x As Integer  
  
For x = 1 To Worksheets.Count - 1  
Worksheets(x).Select  
Range("A1").Select  
Selection.CurrentRegion.Select  
Selection.Copy  
Worksheets("All Portfolios").Select  
  
Range("A1").Select  
ActiveCell.Offset((x - 1) * 10, 0).Select  
ActiveSheet.Paste  
  
Next x  
  
End Sub
```

The Do While Loop

To repeat an action, until a specific criteria is met

Scenario:

We want to input the value “100” multiple time, until we reach Row 10.

Strategy:

We'll make a variable called “**x**” and use it to stand in for the numerical value of each iteration of the loop.

The Do While Loop

First: Define your variable

```
Dim x as Integer
```

The Do While Loop

Then: Define your starting value

```
Dim x as Integer
```

```
x = 1
```

The Do While Loop

Then: Write the code that you want to repeat

```
Dim x as Integer
```

```
x = 1
```

```
Cells(x, 1).Value = 100
```

The Do While Loop

Then: Surround the repeated code with a Do While Loop

```
Dim x as Integer
```

```
x = 1
```

Do While

```
Cells(x, 1).Value = 100
```

Loop

The Do While Loop

Then: code the criteria for stopping the loop

```
Dim x as Integer
```

```
x = 1
```

```
Do While x < 10
```

```
Cells(x, 1).Value = 100
```

```
Loop
```

The Do While Loop

Then: code the statement to count up after you've executed the repeatable code

```
Dim x as Integer
```

```
x = 1
```

```
Do While x < 10
```

```
Cells(x, 1).Value = 100
```

```
x = x + 1
```

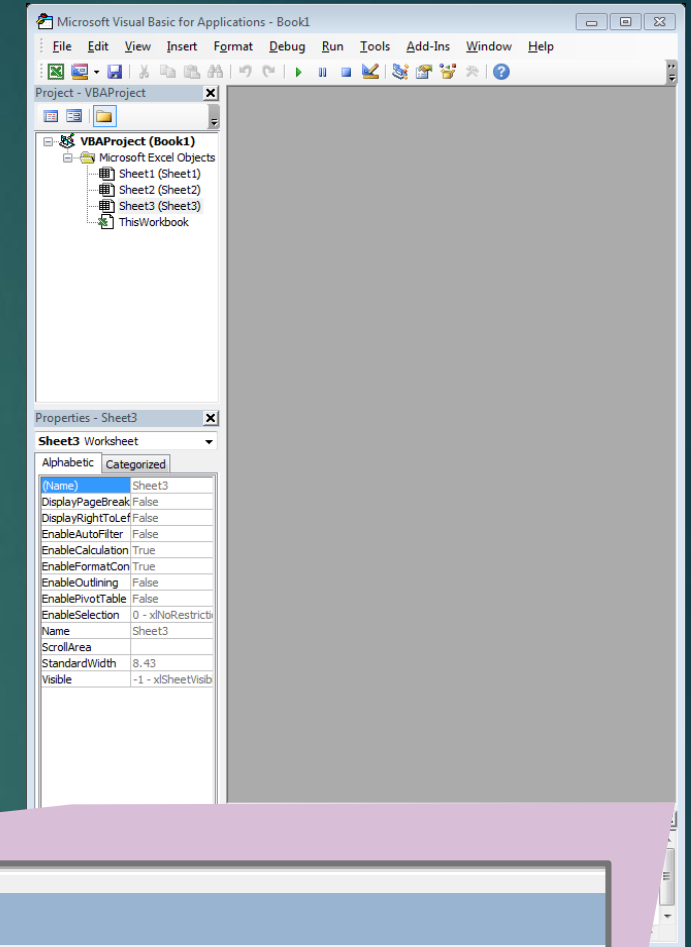
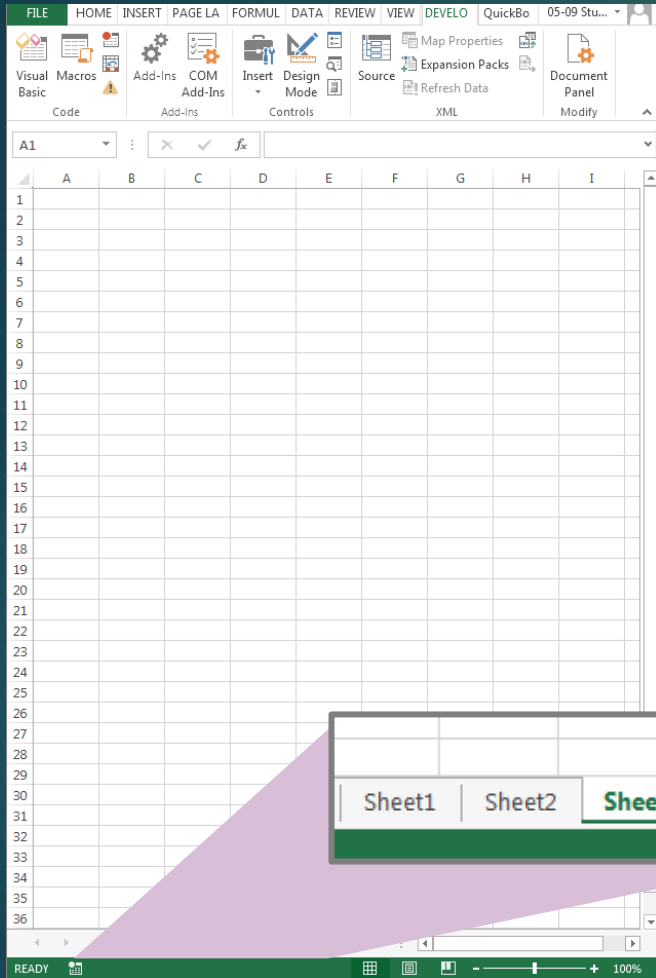
```
Loop
```

The Do While Loop

Challenge! Try out the two other For Loop examples in this workbook.

“Do While Loop” xlsx

The Count Property



Immediate

?Worksheets.Count

3

The Offset Property

Moves our cell selection using
relative cell relationships



Navigates up or down Rows

Offset(1 , 1)



Navigates left or right across columns

The Offset Property



Positive Numbers = Down
Negative Numbers = Up

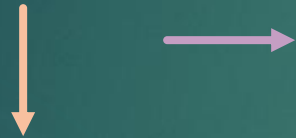
Offset (1 , 1)



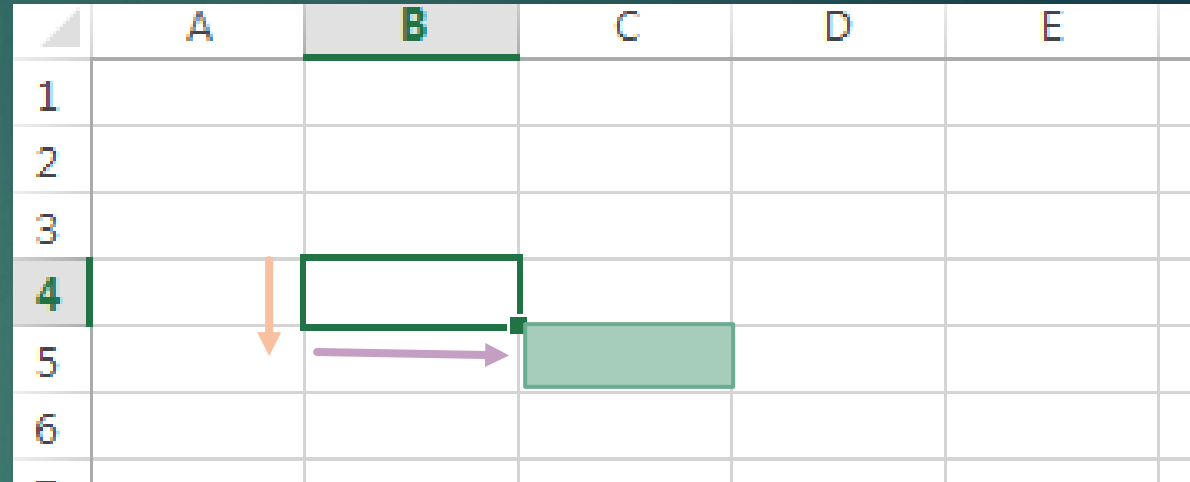
Positive Numbers = Right
Negative Numbers = Left

The Offset Property

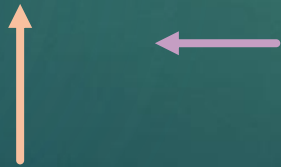
Offset(1, 1)



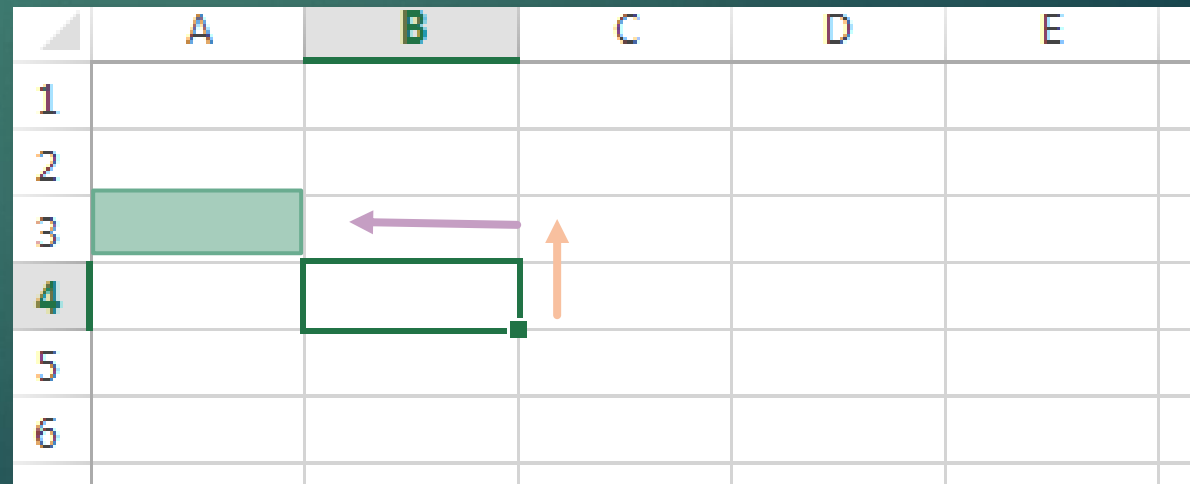
	A	B	C	D	E
1					
2					
3					
4					
5					
6					



Offset(-1, -1)



	A	B	C	D	E
1					
2					
3					
4					
5					
6					



The Copy Method

	A	B	C
1			
2			
3			
4		Data to Copy	
5			
6			
7			
8			

Selection.Copy

	A	B	C
1			
2			
3			
4		Data to Copy	
5			
6			
7			
8			

The Paste Method

	A	B	C
1			
2			
3			
4		Data to Copy	
5			
6			
7			
8			

ActiveSheet.Paste

	A	B	C
1			
2			
3			
4		Data to Copy	
5			
6			
7			
8			

The Columns Property

	A	B	C	D
1		Select this column		
2		Select this column		
3		Select this column		
4		Select this column		
5		Select this column		
6		Select this column		
7		Select this column		
8		Select this column		
9		Select this column		
10		Select this column		
11		Select this column		
12		Select this column		
13		Select this column		
14		Select this column		
15		Select this column		
16		Select this column		

`Columns("B:B").Select`

	A	B	C	D	E
1		Select this column			
2		Select this column			
3		Select this column			
4		Select this column			
5		Select this column			
6		Select this column			
7		Select this column			
8		Select this column			
9		Select this column			
10		Select this column			
11		Select this column			
12		Select this column			
13		Select this column			
14		Select this column			
15		Select this column			
16		Select this column			

The AutoFit Method

Doesn't fit!

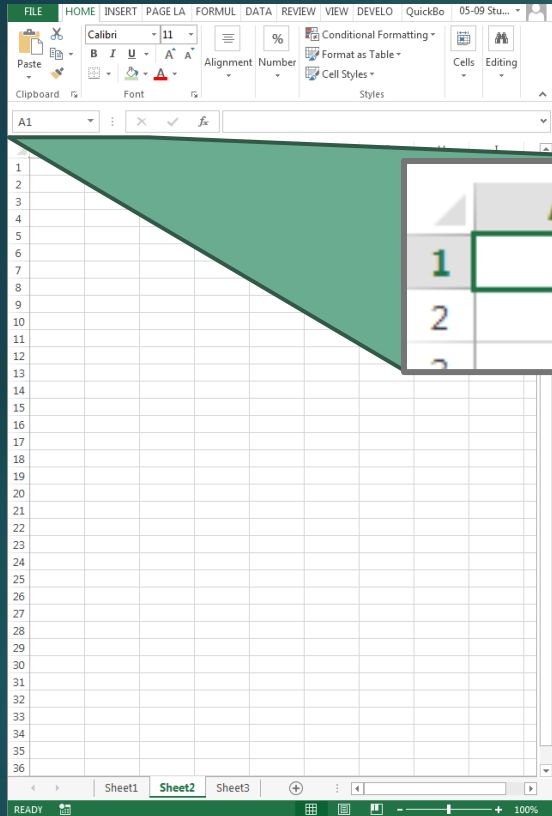
	A	B	C	D	E
1					
2					
3		This text is too long	My text is getting cut off		
4		123	456		
5		123	456		
6		123	456		
7		123	456		
8		123	456		
9					
10					
11					
12					

Now it fits!

	A	B	C	D
1				
2				
3		This text is too long	My text is getting cut off	
4		123	456	
5		123	456	
6		123	456	
7		123	456	
8		123	456	
9				
10				
11				
12				

Columns ("B:C").AutoFit

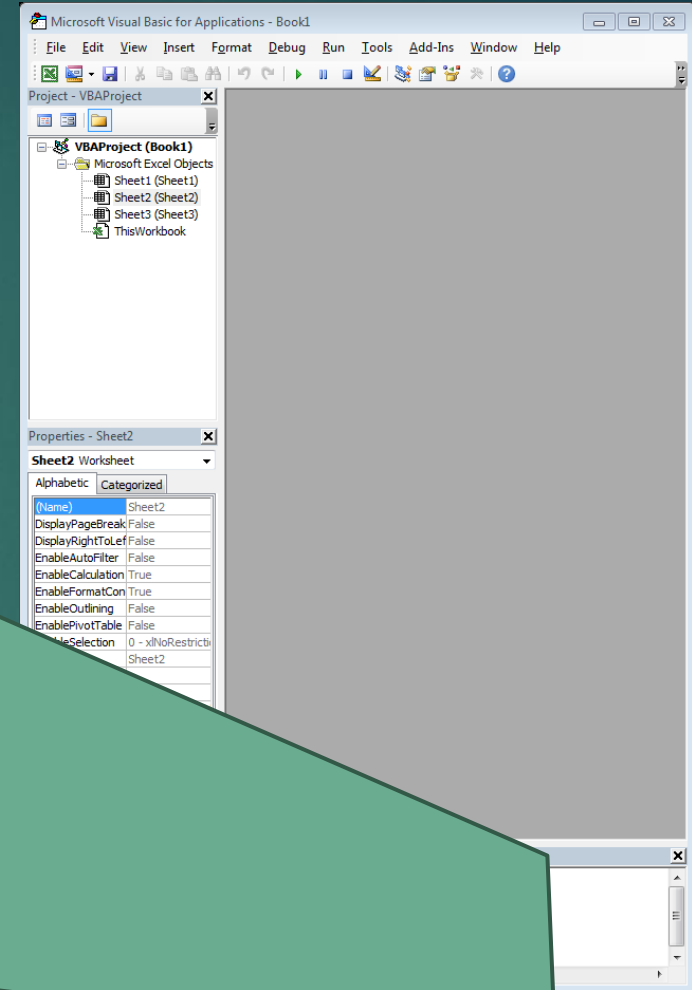
The Address Property



Immediate

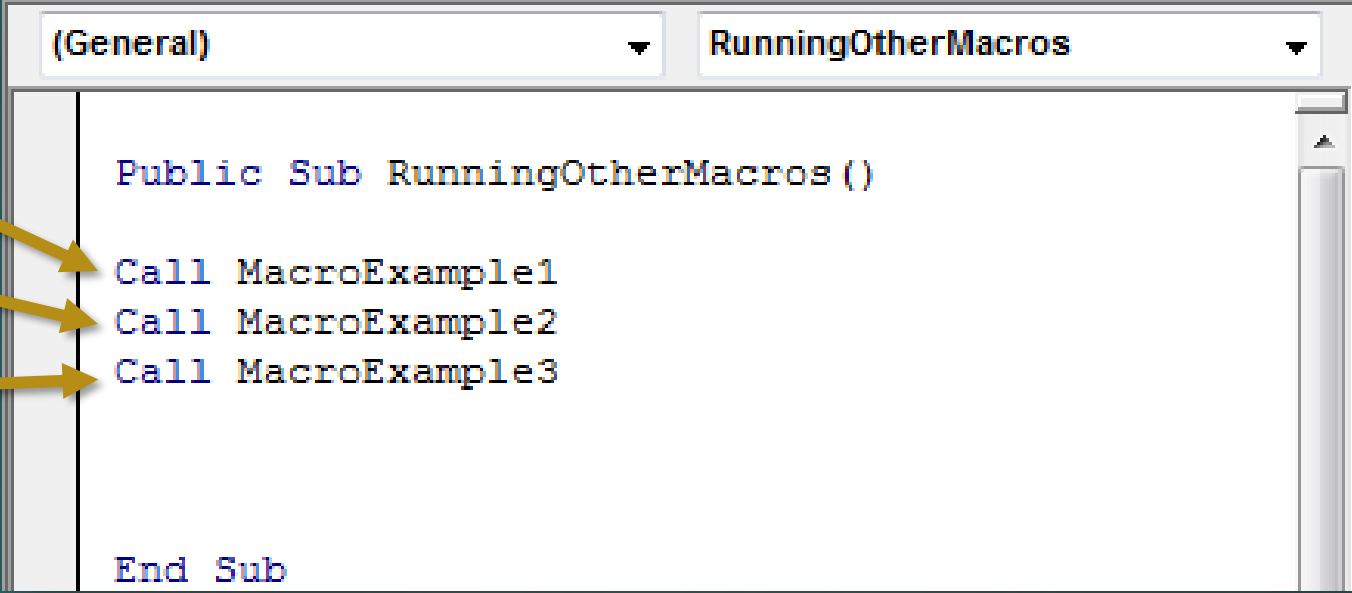
```
?ActiveCell.Address  
$A$1
```

A red arrow points to the result `$A$1` in the Immediate window.



The Call Statement

We can have a Procedure run other macros using the “Call” statement



The screenshot shows a VBA macro editor window with the title bar '(General)' and 'RunningOtherMacros'. The code inside the editor is as follows:

```
Public Sub RunningOtherMacros()  
    Call MacroExample1  
    Call MacroExample2  
    Call MacroExample3  
  
End Sub
```

Three yellow arrows point from the left side of the slide to the three 'Call' statements in the code, highlighting them.

The Font Property

	A
1	CHANGE THIS TO VERDANA
2	
3	



	A
1	Change this to Verdana
2	
3	

```
ActiveCell.Font.Name = "Verdana"
```

The End Property

Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	
Table	Table	Table	Table	

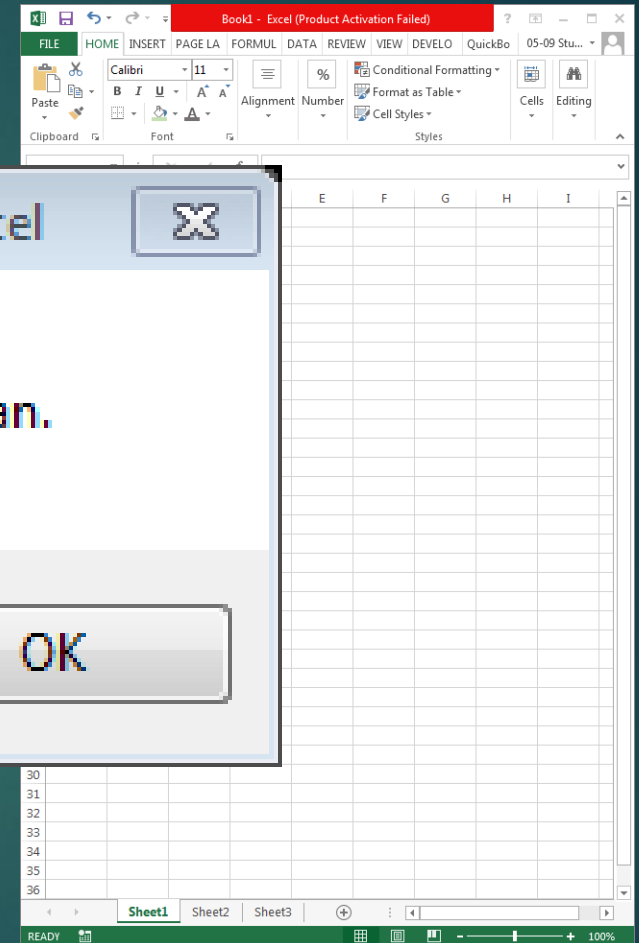
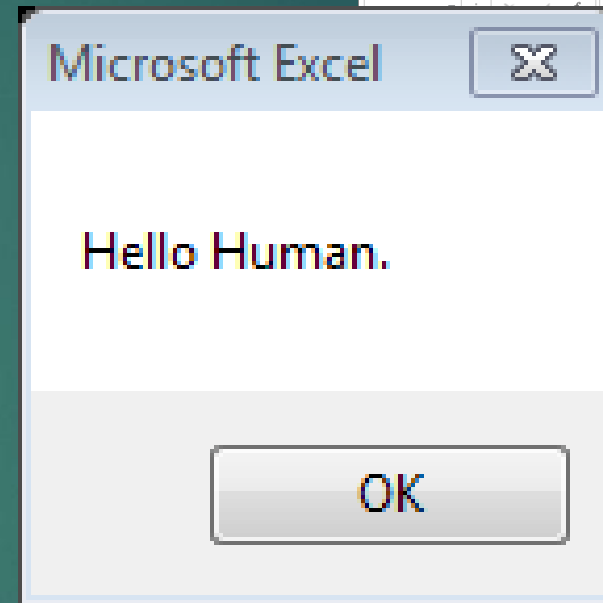
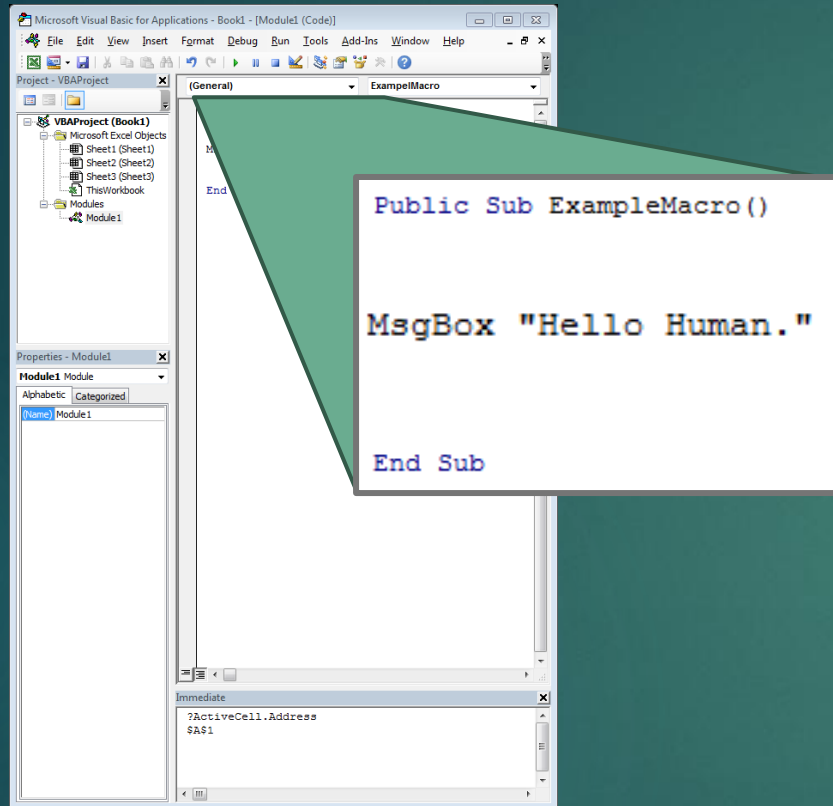
ActiveCell.**End**(x1Down)

[illegible]

ActiveCell.**End**(x1 to Right)

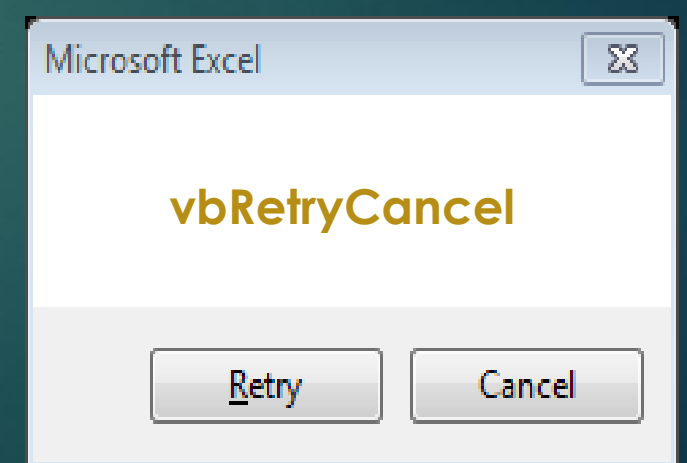
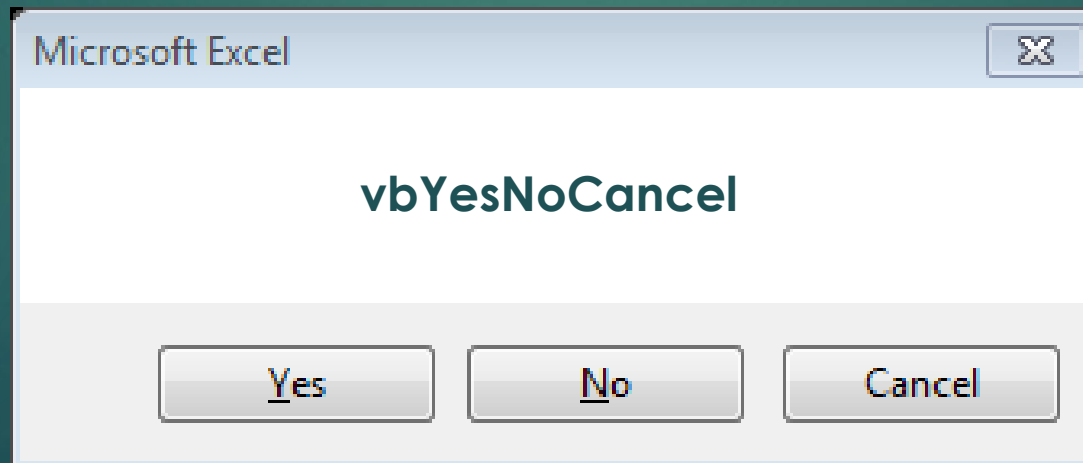
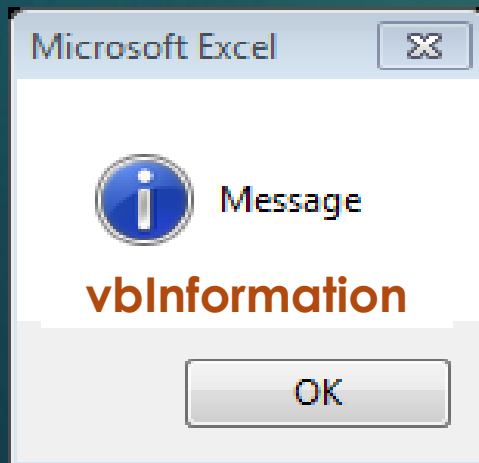
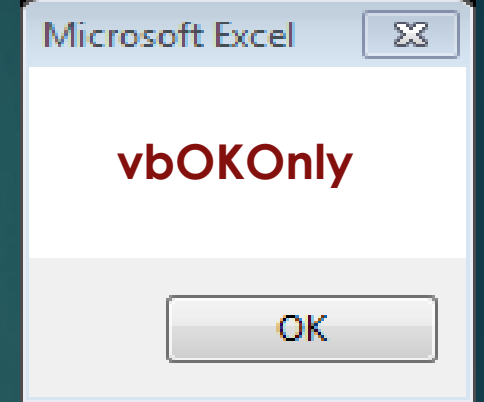
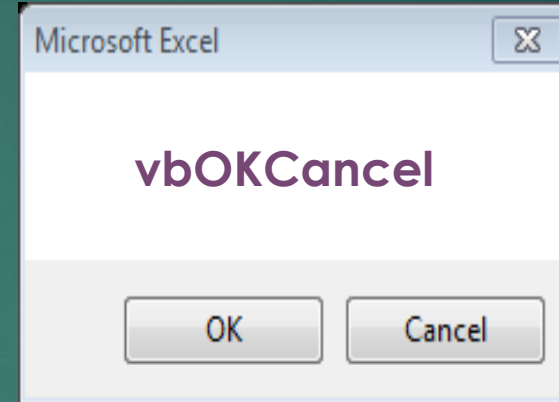
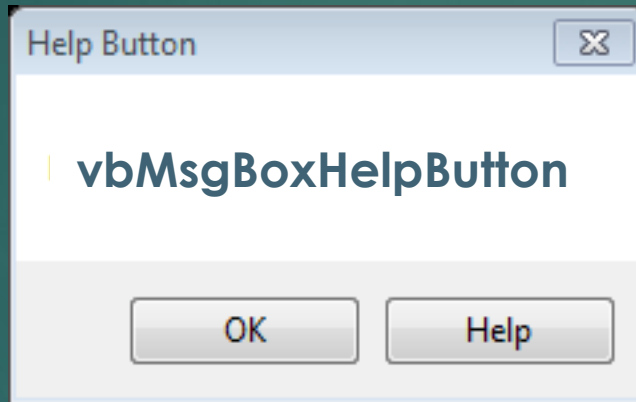
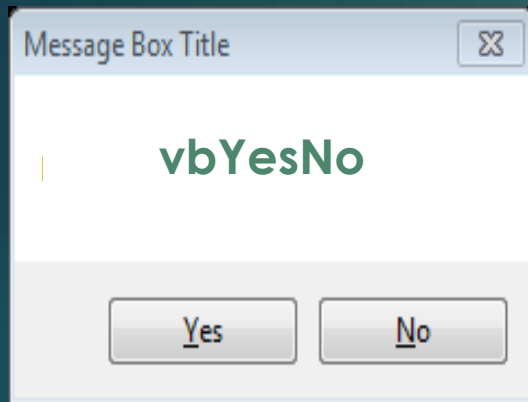
[illegible]

Message Boxes

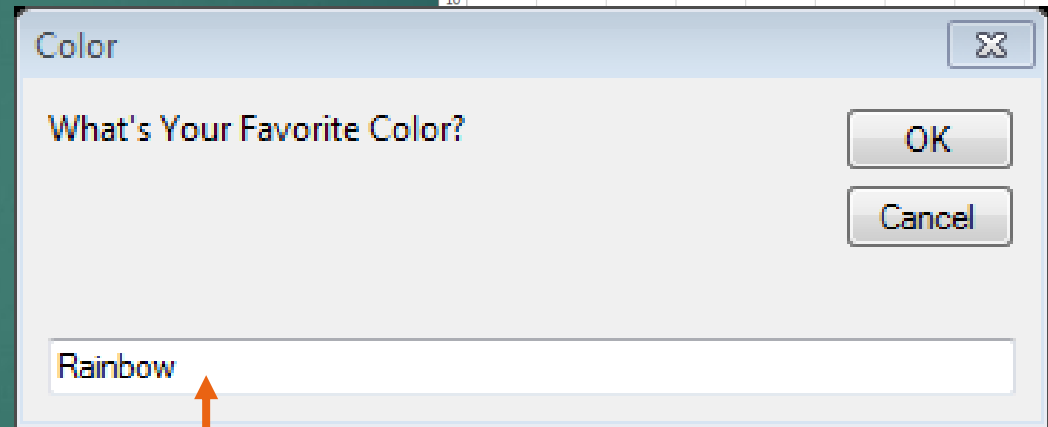
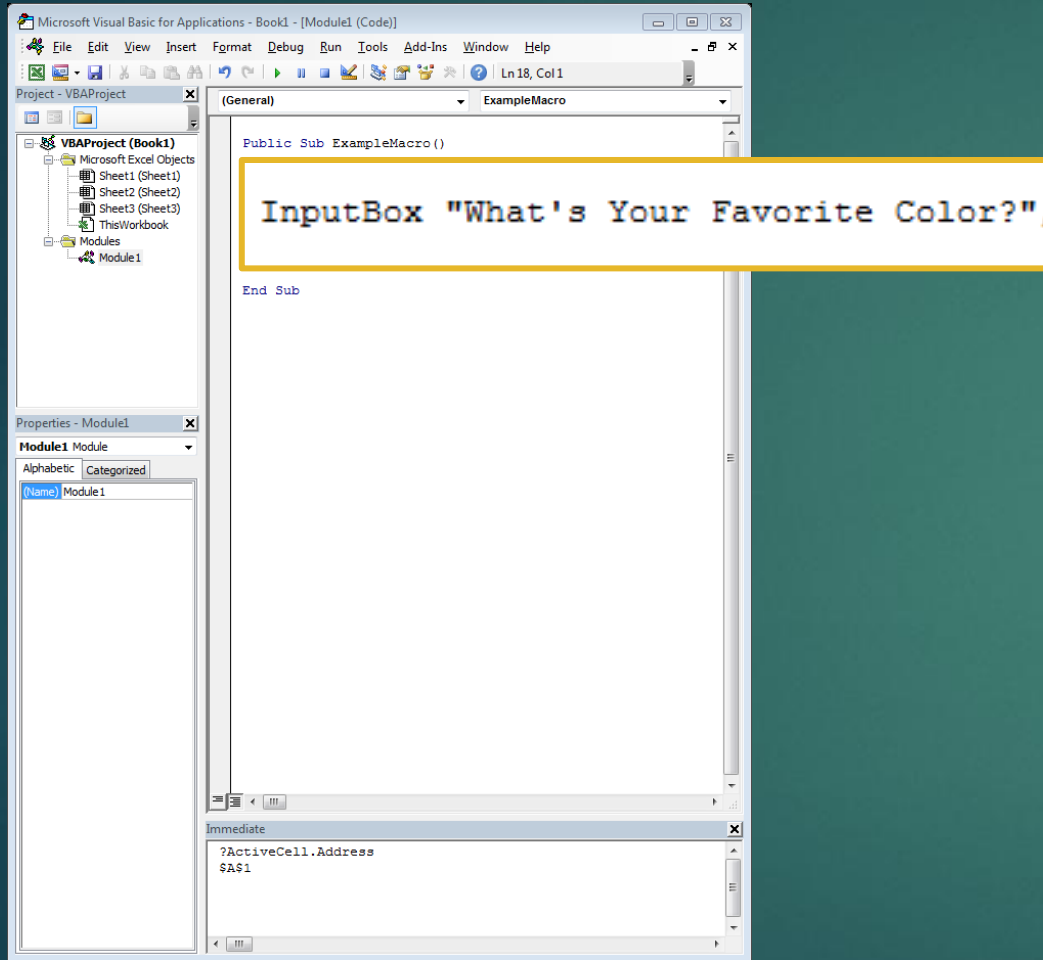


MsgBox options

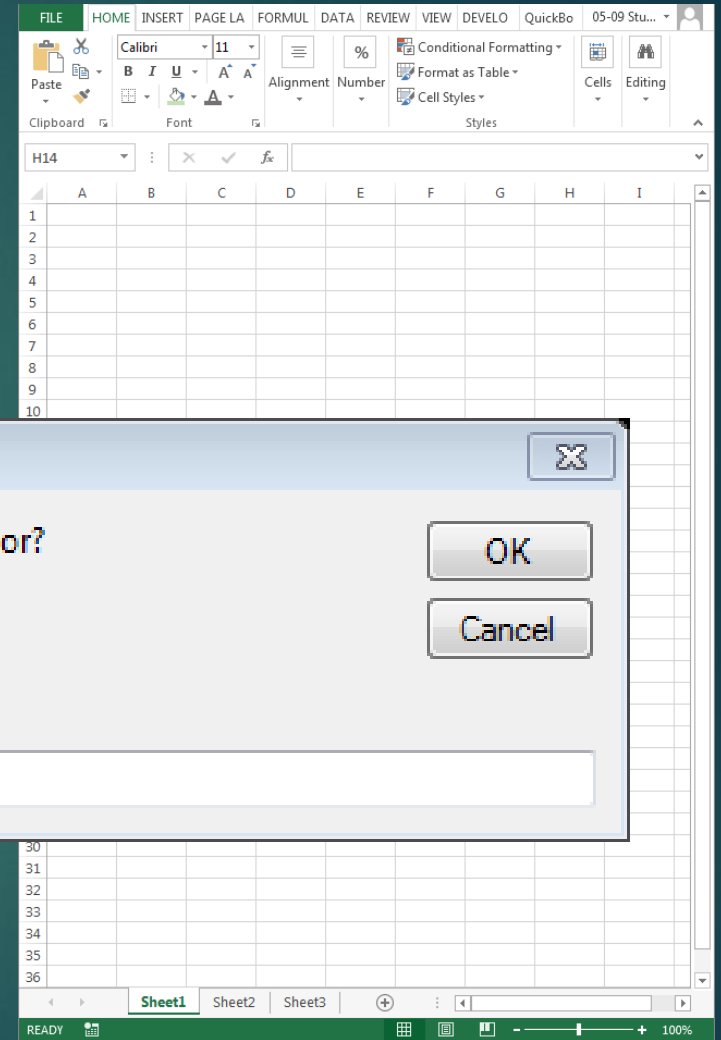
MsgBox "Message", **vbOption**, "Message Box Title"



Input Boxes



Type text here.



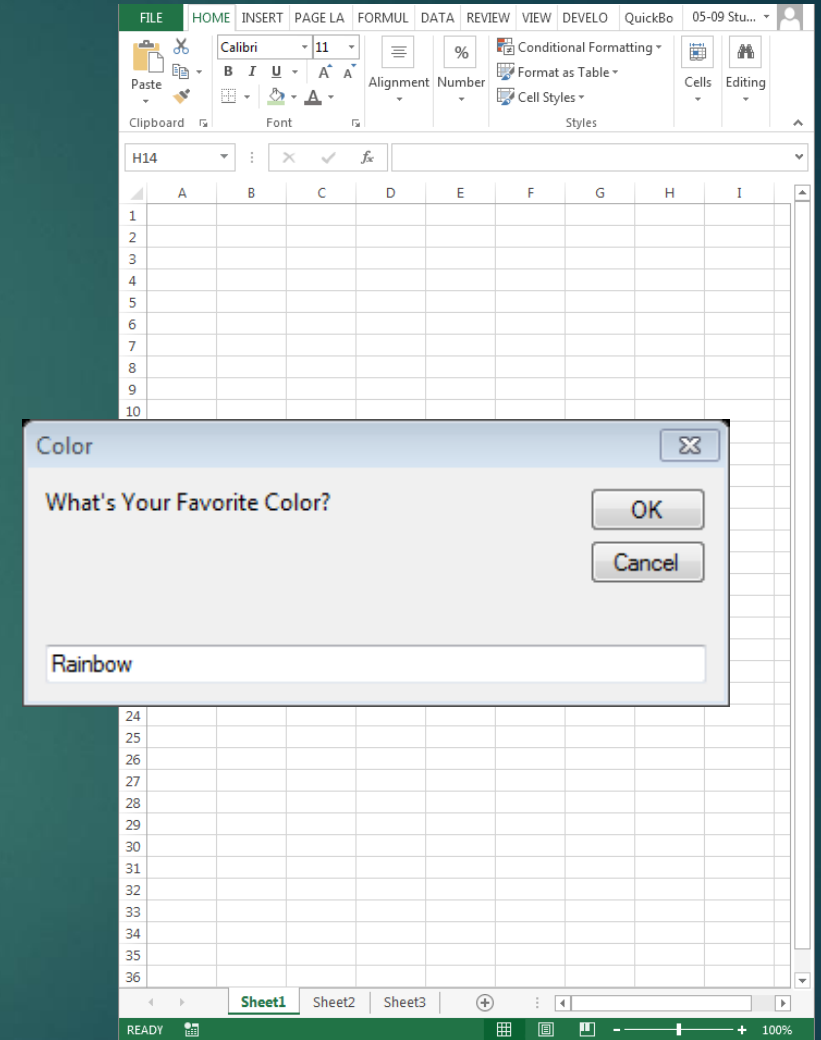
Input Boxes

`InputBox "What's Your Favorite Color?", "Color", "Rainbow"`

Question

Default Text

Name of Box



Constants

Declaring constants works a lot like declaring variables, EXCEPT the value has to be defined at the same time.

```
Const NameofConstant = "Learnit"
```



Constant Declaration:
“Okay VBA, I’m making a constant”

Constant Value:
“The value of this constant is...”

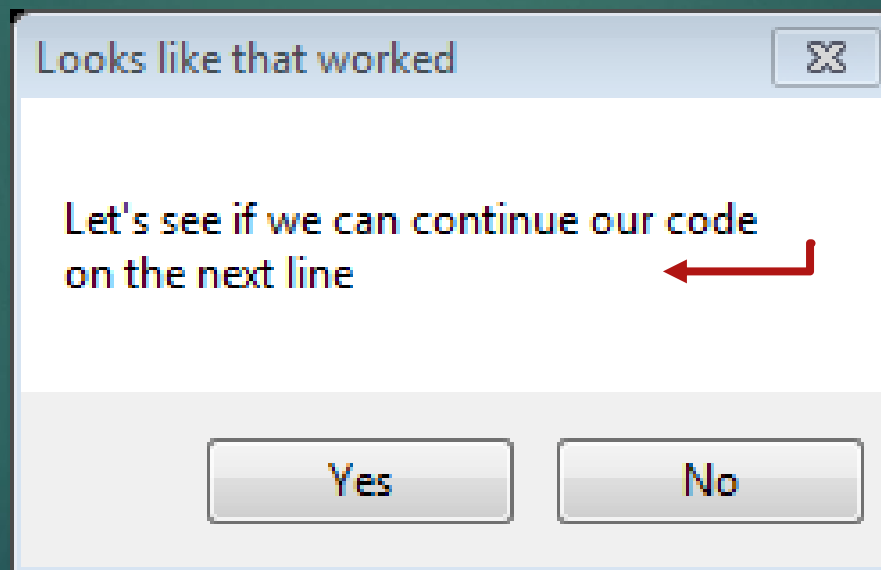
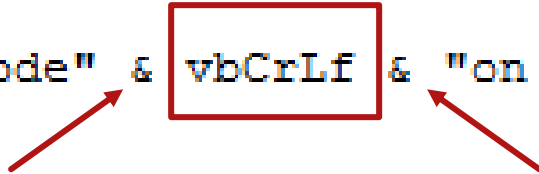
The Code Continuation Character _

```
MsgBox "Let's see if we can continue our code on the next line", _  
vbYesNo, "Looks like that worked"
```

To be safe, always precede it with a space

The vbCrLf Constant

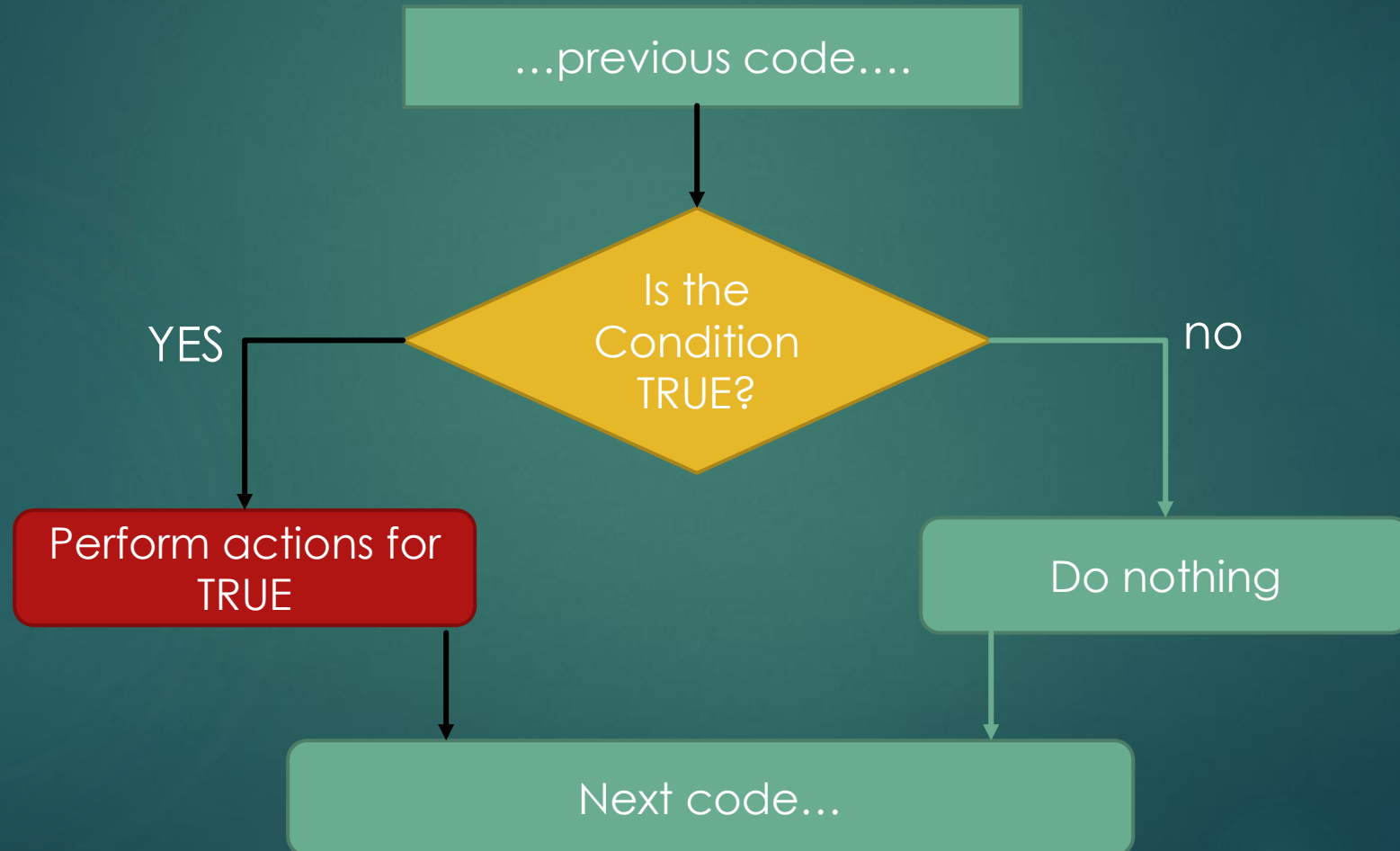
```
MsgBox "Let's see if we can continue our code" & vbCrLf & "on the next line", _  
vbYesNo, "Looks like that worked"
```



Decision Structures

Code blocks that allow us to:

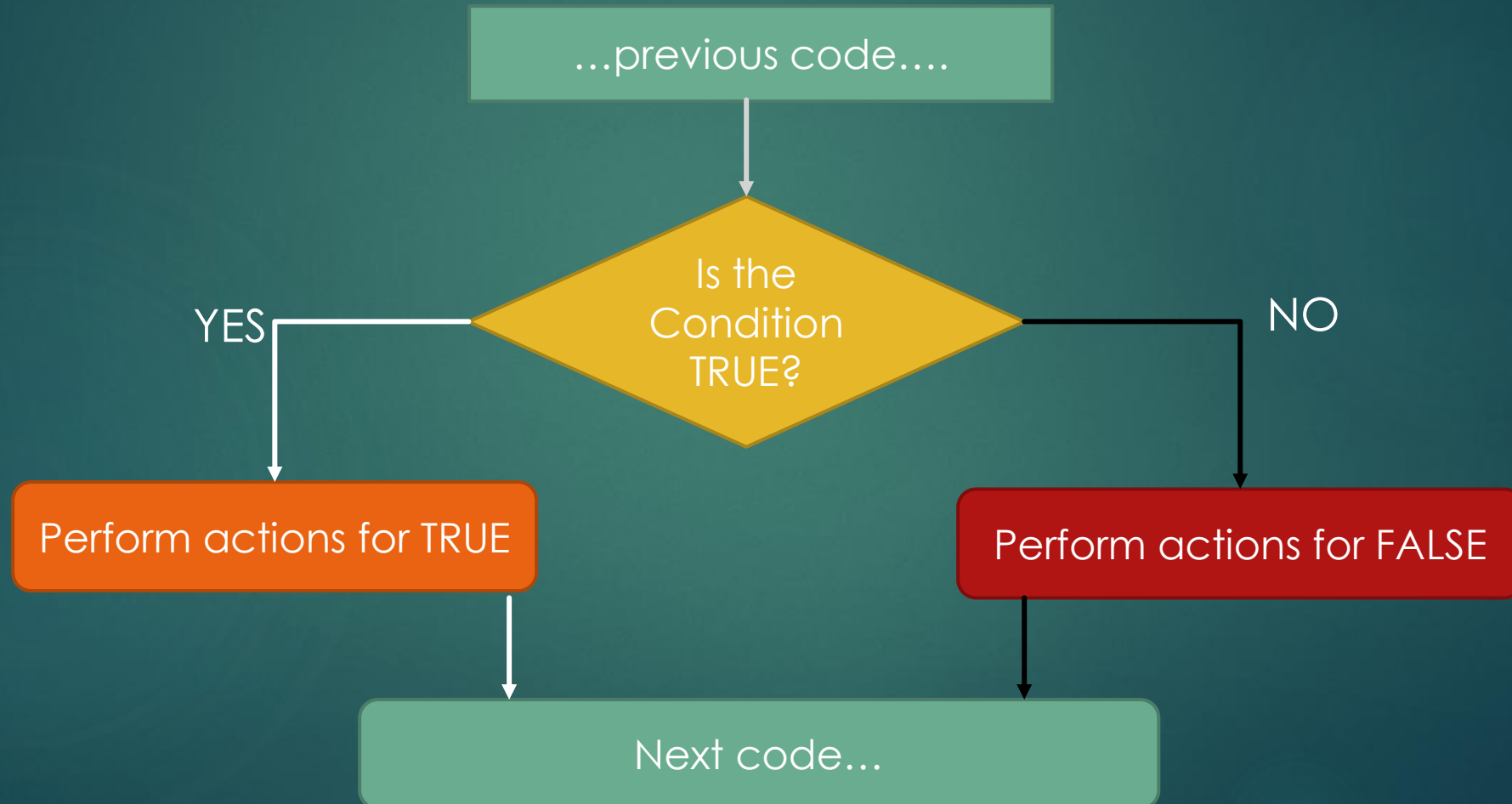
Run a statement if a condition is **TRUE**



Decision Structures

Code blocks that allow us to:

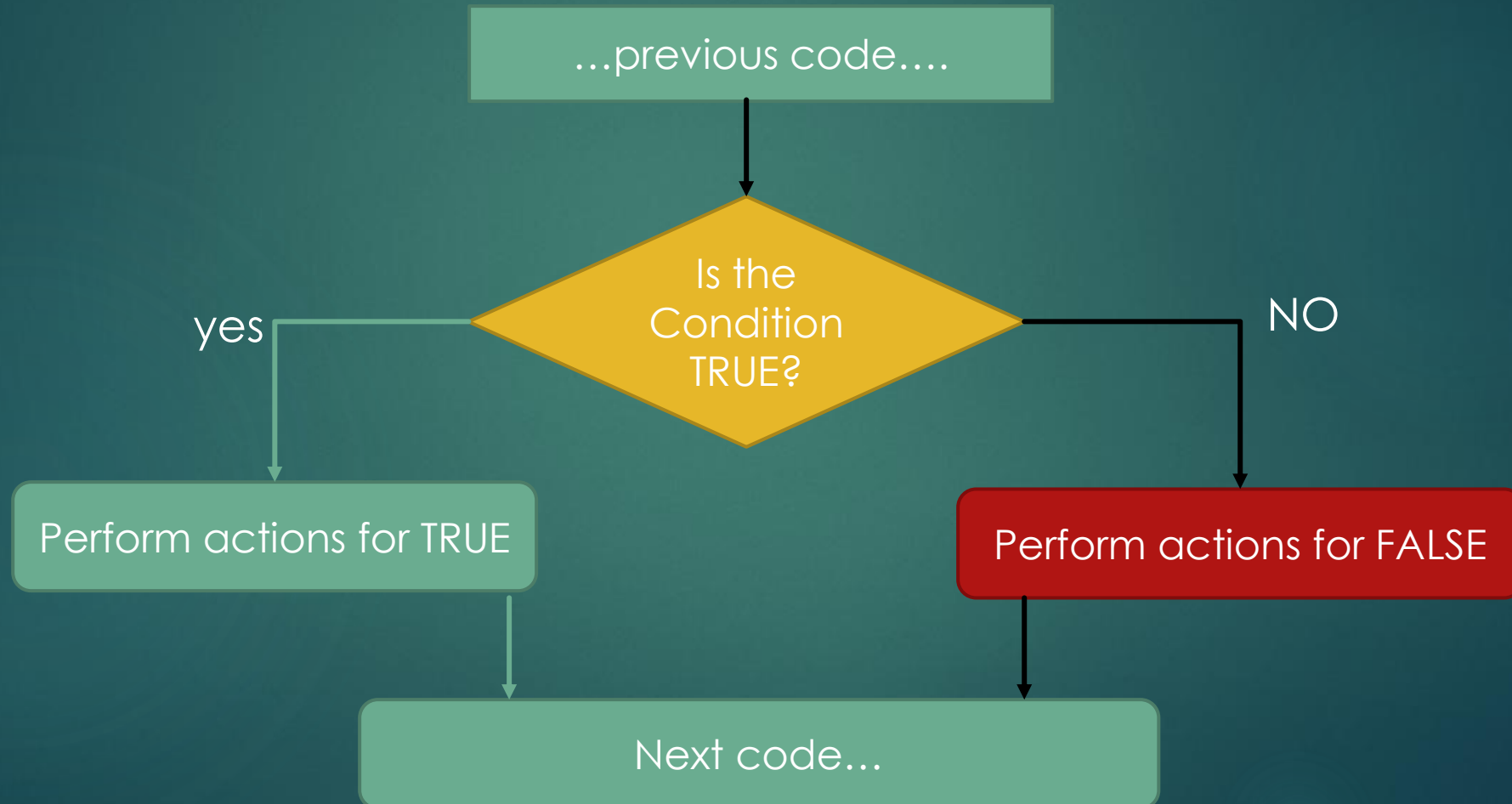
Run a statement if a condition is **TRUE**, and another if **FALSE**



Decision Structures

Code blocks that allow us to:

Run a statement if a condition is **FALSE**,



The IF THEN Structure

	A	B	C	D
1				
2		Test Scores		
3				
4		80	Pass	
5				
6				

```
If Range("B4") >= 60 Then  
    Range("C4").Value = "Pass"  
  
End If
```

If B4 is greater than 60
Enter "Pass" in C4

The IF THEN ELSE Structure

```
If Range("B4") >= 60 Then  
    Range("C4").Value = "Pass"  
ElseIf Range("B4") <= 60 Then  
    Range("C4").Value = "Fail"  
End If
```

If B4 is greater than 60
Enter "Pass" in C4

If B4 is LESS than 60
Enter "Fail" in C4

If Then Else Structures can get looong...

```
If Range("B4") >= 90 Then
    Range("C4").Value = "Superb"
ElseIf Range("B4") >= 80 Then
    Range("C4").Value = "Excellent"
ElseIf Range("B4") >= 70 Then
    Range("C4").Value = "Good"
ElseIf Range("B4") >= 60 Then
    Range("C4").Value = "Needs Improvement"
ElseIf Range("B4") >= 50 Then
    Range("C4").Value = "Saturday Training"
ElseIf Range("B4") >= 40 Then
    Range("C4").Value = "Weekend Training"
ElseIf Range("B4") >= 30 Then
    Range("C4").Value = "What can we do to help?"
ElseIf Range("B4") >= 20 Then
    Range("C4").Value = "Well this is just bad"
ElseIf Range("B4") >= 10 Then
    Range("C4").Value = "Circling the Drain"
ElseIf Range("B4") >= 0 Then
    Range("C4").Value = "We need to talk..."
|
End If
```

Way too much typing.

The Select Case Structure

```
Public Sub IfThenElseTest()  
  
Dim x As Double  
  
x = Range("B4").Value  
  
Select Case x  
    Case Is >= 90  
        Range("C4").Value = "Superb"  
    Case Is >= 80  
        Range("C4").Value = "Excellent"  
    Case Is >= 70  
        Range("C4").Value = "Good"  
    Case Else  
        Range("C4").Value = "Room for Improvement"  
  
End Select  
  
End Sub
```

****Use & define a variable**

Let's look at cases for X

In this case

Do this

In this case

Do this

In this case

Do this

In every other case

Do this

Done

Select Case – Case Options

To check if a case is a **Text value**

Case “Word”

To check if a case is a **Number(s)**

Case 1, 2

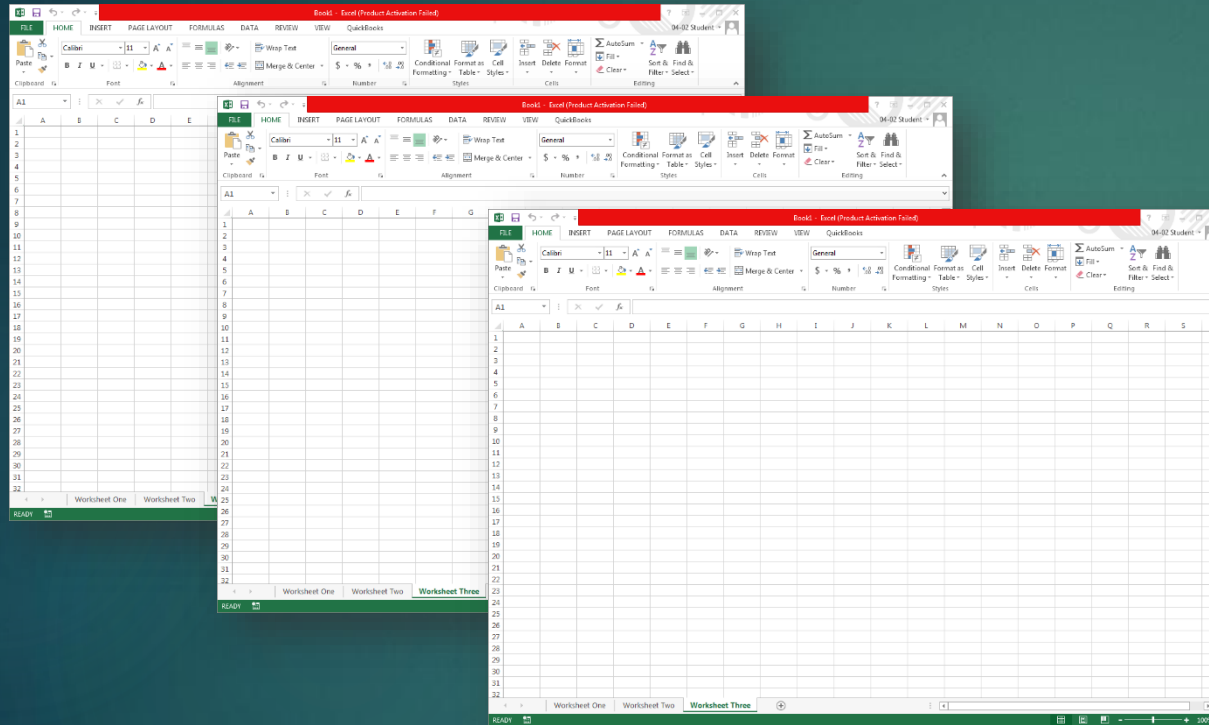
To check if a case is a **number Range**

Case 1 To 10

To check if a case **Compares**

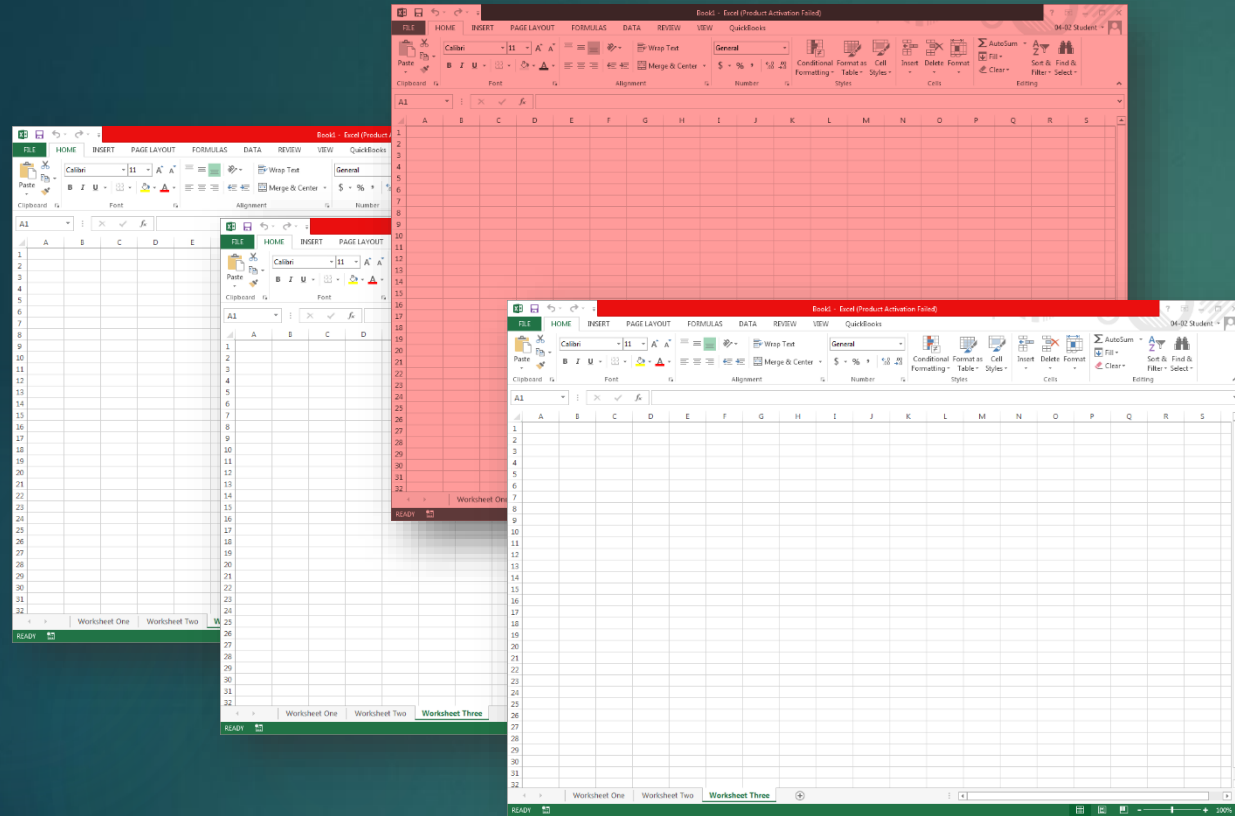
Case Is < 100

The Add Method



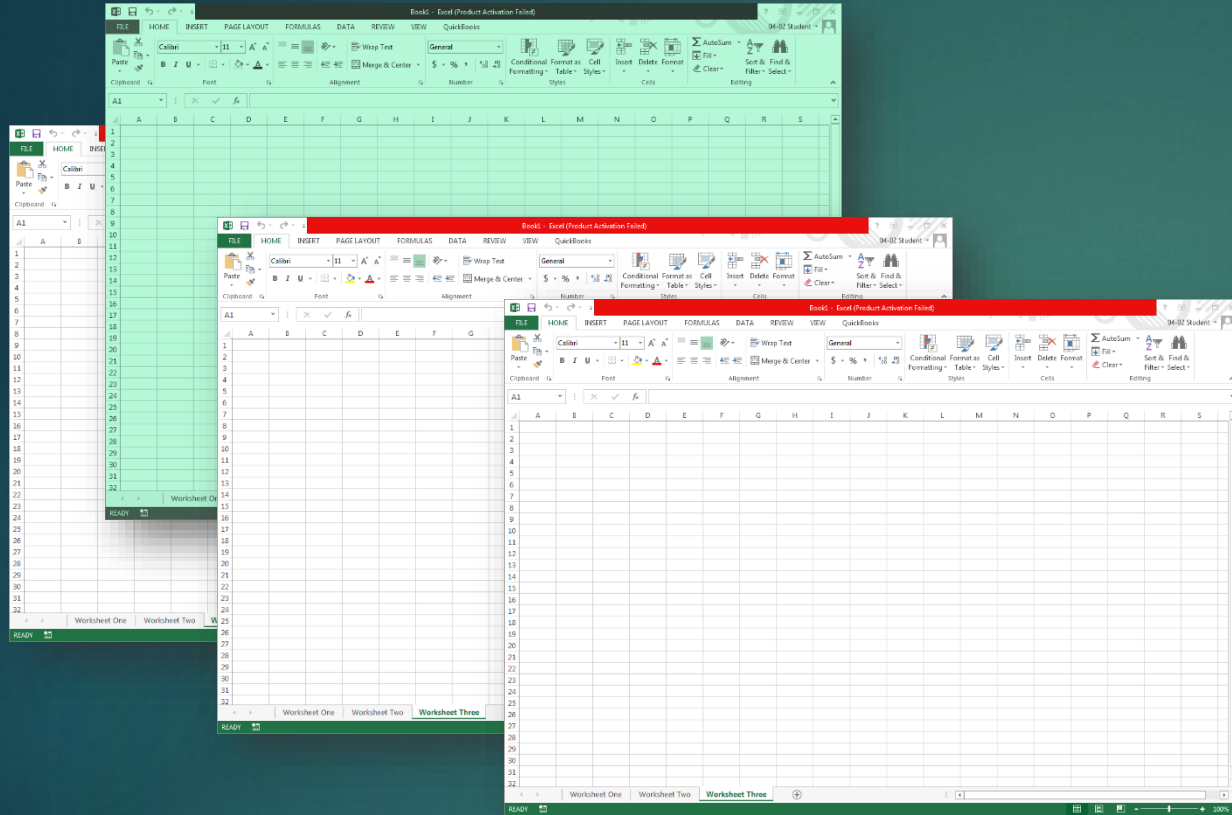
Worksheets.**Add**

The Add Method



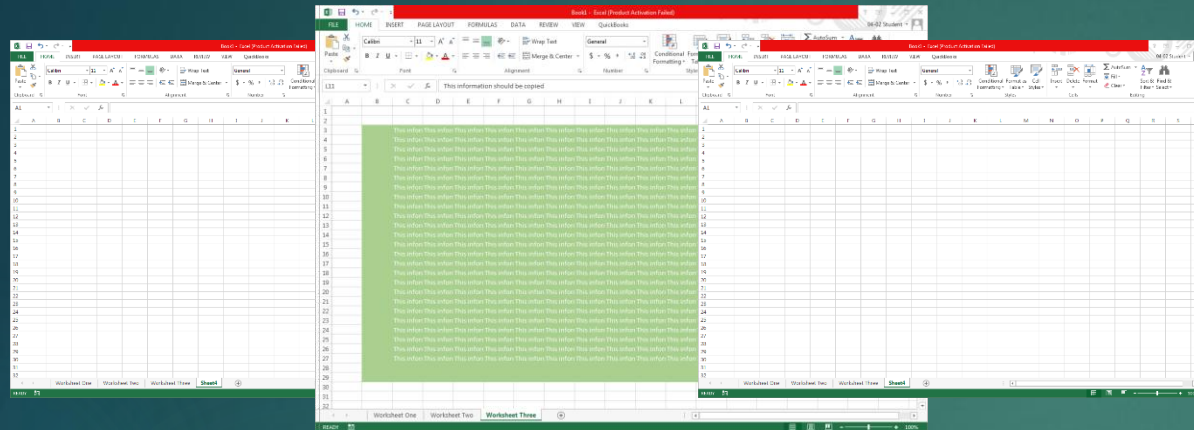
Worksheets.Add Before:=Worksheets(3)

The Add Method



Worksheets.Add After:=Worksheets(1)

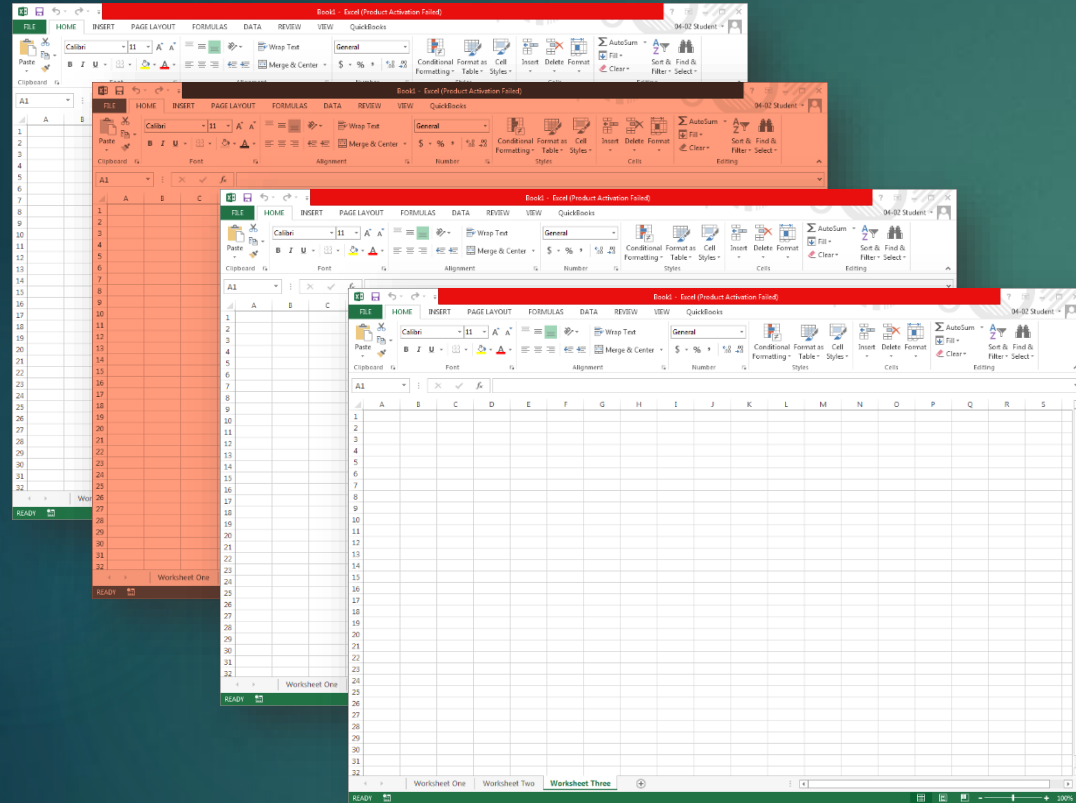
The Copy Method



Worksheets (2) .Copy **Before :=Worksheets (4)**

Worksheets (2) .Copy **After :=Worksheets (2)**

The Delete Method



Worksheets (2) .Delete

The DateSerial Function

```
Range("A1").Value = DateSerial(2011, 11, 28)
```

	A	B	
1	11/28/2011		
2			
3			

```
Range("A1").Value = DateSerial(2011-1, 11-1, 28-1)
```

	A	B	
1	10/27/2010		
2			
3			

The Format Function (for Dates)

Note! This returns a text value, date's serial number is lost

	A	B	C
1			
2		Date Input	
3		1/1/2016	
4			
5		Date Output	
6		01 Fri 2016	
7			
8			

```
Date_Test = Range("B3").Value
```

```
Range("B6") = Format(Date_Test, "mm ddd yyyy")
```

Characters	Example	Description
m	2	Month (numerical without zeros)
mm	02	Month (numerical with zeros)
mmm	Feb	Month (abbreviated text)
mmmm	February	Month (full-length text)
d	7	Day (numerical without zeros)
dd	07	Day (numerical with zeros)
ddd	Tue	Day (abbreviated text)
dddd	Tuesday	Days (full-length text)
yy	12	Year (last 2 digits)
yyyy	2012	Year (4 digits)
h	8	Hours without zeros (0-23)
hh	08	Hours with zeros (00-23)
n	3	Minutes without zeros (0-59)
nn	03	Minutes with zeros (00-59)
s	8	Seconds without zeros (0-59)
ss	08	Seconds with zeros (00-59)
AM/PM	AM	Display AM/PM

The Format Function (for Non-Dates, Main Categories)

	A	B	C
1			
2		Input Value	
3		1234567.89	
4			
5		Output Value	
6		\$1,234,567.89	
7			

```
Number_Test = Range("B3").Value  
Range("B6") = Format(Number_Test, "Currency")
```



General Number

1234567.89

Standard

1,234,567.89

Currency

\$1,234,567.89

Percent

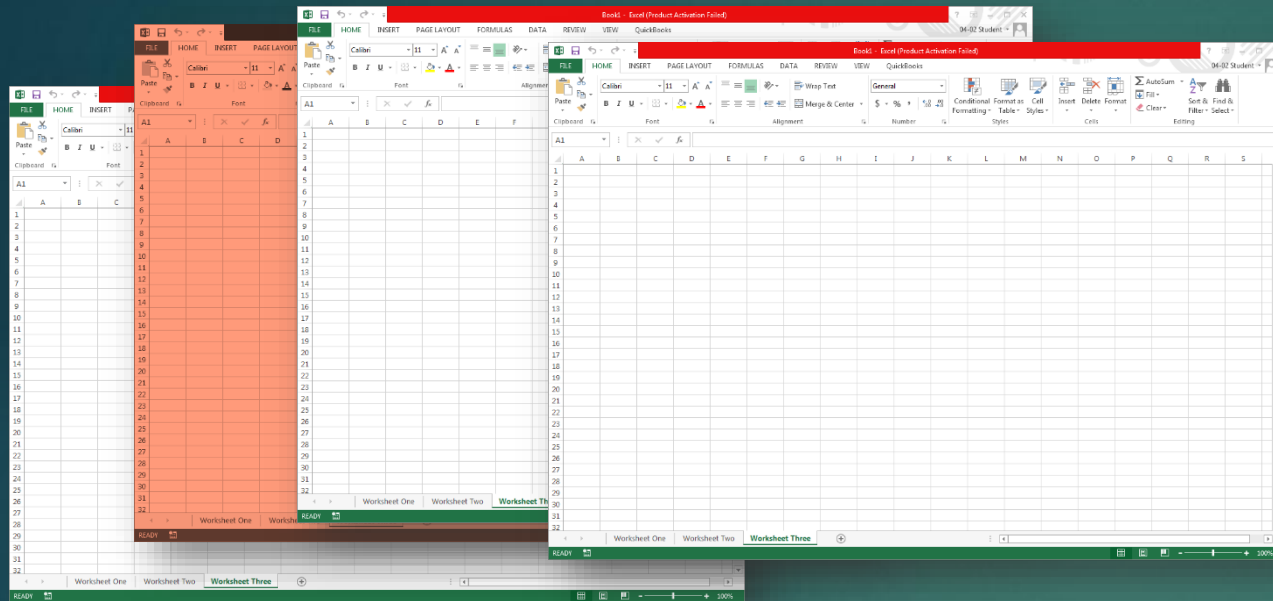
123456789.00%

The Number Format Option

Unlike the Format Function, this just changes the formatting of the number;
Maintains the serial number for the date

```
Selection.NumberFormat = "m/d/yyyy"
```

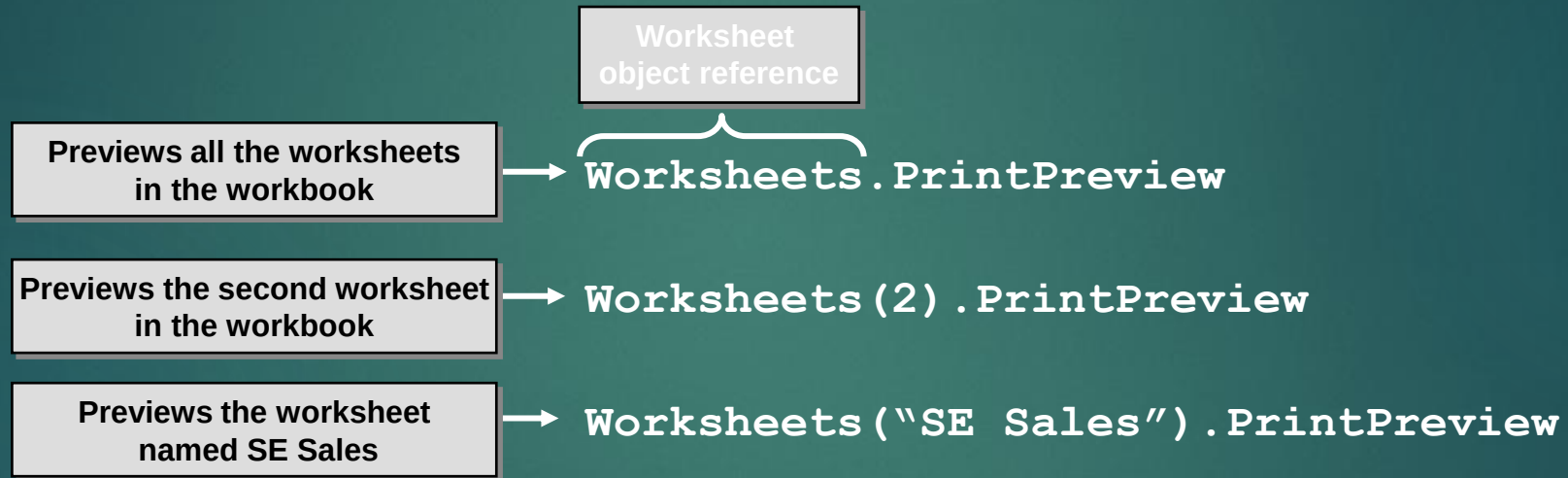
The Move Method



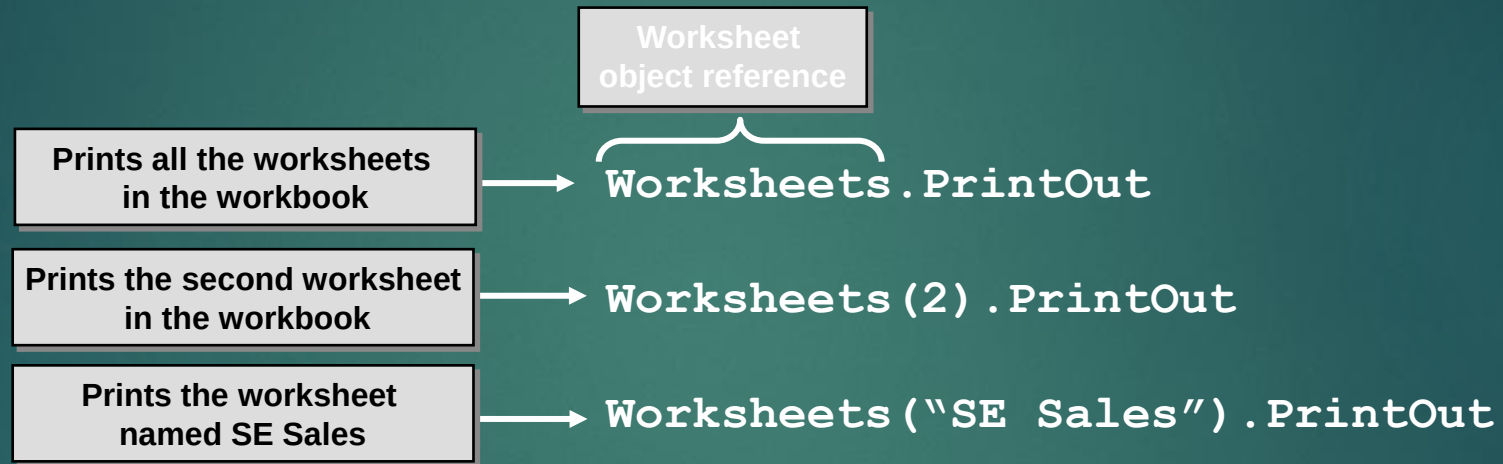
Worksheets (2) .Move Before:=Worksheets (4)

Worksheets (2) .Move After:=Worksheets (2)

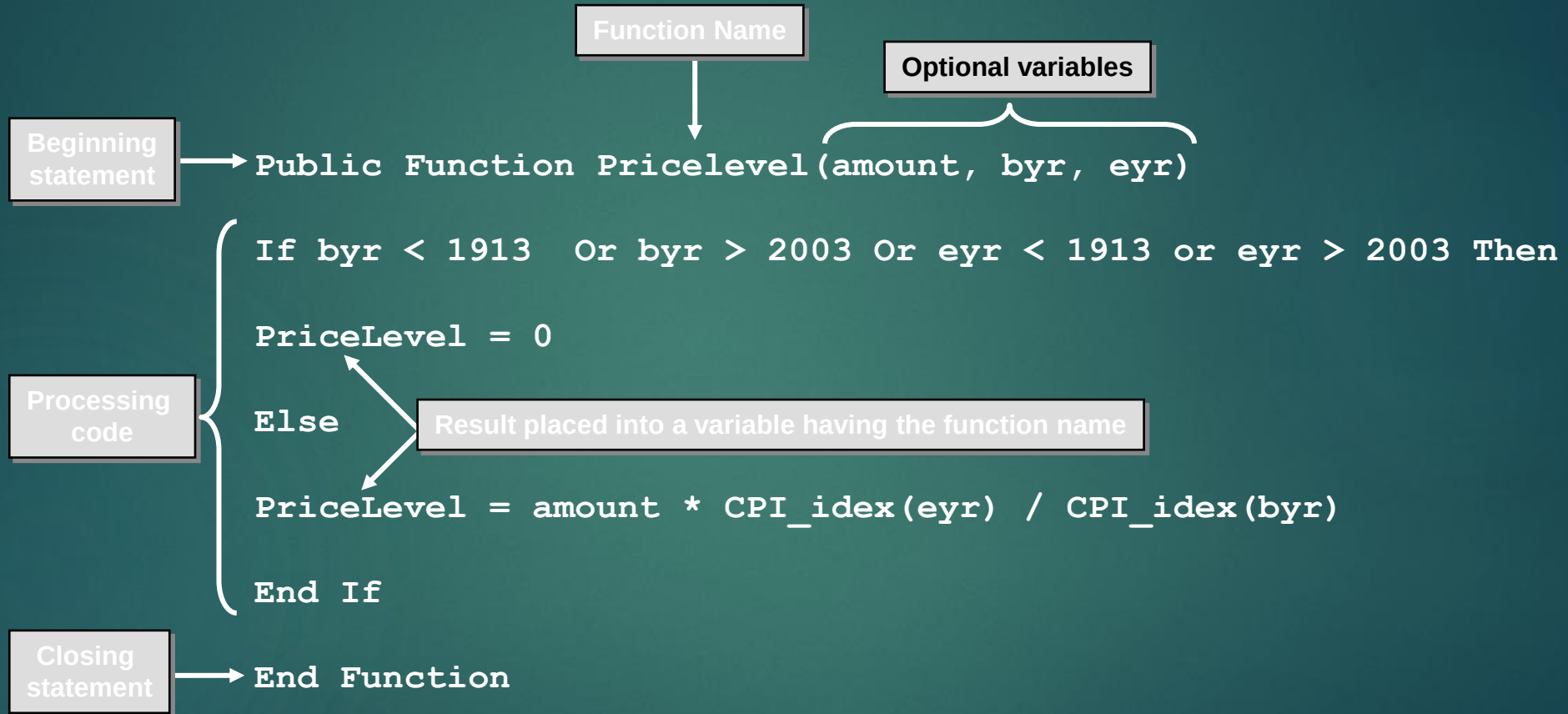
The PrintPreview Method



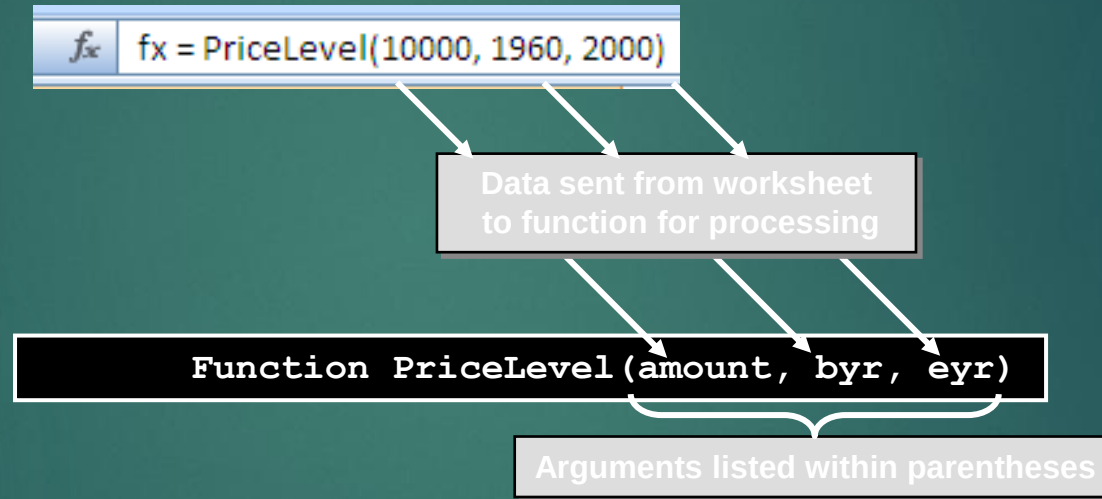
The PrintOut Method



User-Defined Functions



Arguments



Declared Range Objects

```
Dim MyRange As Range
```



Range object name

The Set Statement

	A	B	C	D	E
1	Rep:	Client:	Fund:	Amount:	Commission:
2	Adams	Daniels, T	GISH	\$ 74,150.62	\$ 1,668.39
3	Jones	Shuman, R	WKDH	\$ 282,128.53	\$ 4,937.25
4	Williams	Girdley, P	FISH	\$ 1,392,406.26	\$ 17,405.08
5	Gregory	Traymore, E	QKDH	\$ 1,139,173.09	\$ 14,239.66

```
Set MyRange = Range("A2:E5")
```

The Rows Property

	A	B	C	D	E
1	Rep:	Client:	Fund:	Amount:	Commission:
2	Adams	Daniels, T	GISH	\$ 74,150.62	\$ 1,668.39
3	Jones	Shuman, R	WKDH	\$ 282,128.53	\$ 4,937.25
4	Williams	Girdley, P	FISH	\$ 1,392,406.26	\$ 17,405.08
5	Gregory	Traymore, E	QKDH	\$ 1,139,173.09	\$ 14,239.66

```
Set MyRange = Range("A2:E5")  
MyRange.Rows(3)
```

The Formula Property

Formula property attached to
Range object



```
MyRange.Formula = "=SUM(A1:C6)"
```

The Columns Property

	A	B	C	D	E
1	Rep:	Client:	Fund:	Amount:	Commission:
2	Adams	Daniels, T	GISH	\$ 74,150.62	\$ 1,668.39
3	Jones	Shuman, R	WKDH	\$ 282,128.53	\$ 4,937.25
4	Williams	Girdley, P	FISH	\$ 1,392,406.26	\$ 17,405.08
5	Gregory	Traymore, E	QKDH	\$ 1,139,173.09	\$ 14,239.66

```
Set MyRange = Range("A2:E5")  
MyRange.Columns(3)
```

Format Function

General Number	Displays a number without thousand separators.
Currency	Displays thousand separators as well as two decimal places.
Fixed	Displays at least one digit to the left of the decimal place and two digits to the right of the decimal place.
Standard	Displays the thousand separators, at least one digit to the left of the decimal place, and two digits to the right of the decimal place.
Percent	Displays a percent value - that is, a number multiplied by 100 with a percent sign. Displays two digits to the right of the decimal place.
Scientific	Scientific notation.
Yes/No	Displays No if the number is 0. Displays Yes if the number is not 0.
True/False	Displays False if the number is 0. Displays True if the number is not 0.
On/Off	Displays Off if the number is 0. Displays On if the number is not 0.
General Date	Displays date based on your system settings
Long Date	Displays date based on your system's long date setting
Medium Date	Displays date based on your system's medium date setting
Short Date	Displays date based on your system's short date setting
Long Time	Displays time based on your system's long time setting
Medium Time	Displays time based on your system's medium time setting
Short Time	Displays time based on your system's short time setting

Time for a Break

- ▶ We'll resume class at 2:50pm

