



If you're just starting out with Excel, please refer to our companion book *Excel 2019 in easy steps*.

Introducing Excel VBA

Visual Basic for Applications (VBA) is the programming language that is built into the Excel spreadsheet application and other Microsoft Office applications. It extends Excel so it can perform tasks that can't be done with standard Excel tools, and provides the capability to automate many routine tasks.

The examples in this book assume the reader is an experienced Excel user who can accomplish these fundamental operations:

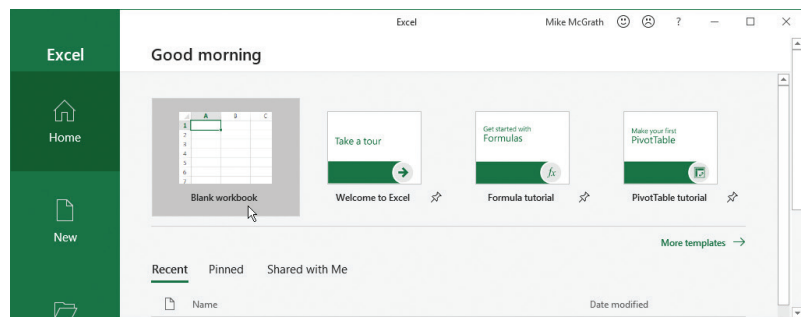
- Create workbooks and insert worksheets
- Navigate around a workbook and worksheet
- Use the Excel Ribbon interface
- Name cells and ranges
- Use the Excel worksheet functions

All examples are demonstrated using Excel 2019, although most examples are also applicable to earlier versions of Excel.

Enabling VBA

Before you can get started using the capabilities of VBA, it must first be enabled in your Excel installation:

- 1 Launch Excel, then choose to open a **Blank workbook**



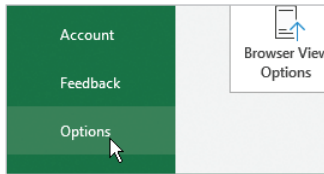
- 2 When the workbook opens, choose the **File** item on the Excel Ribbon



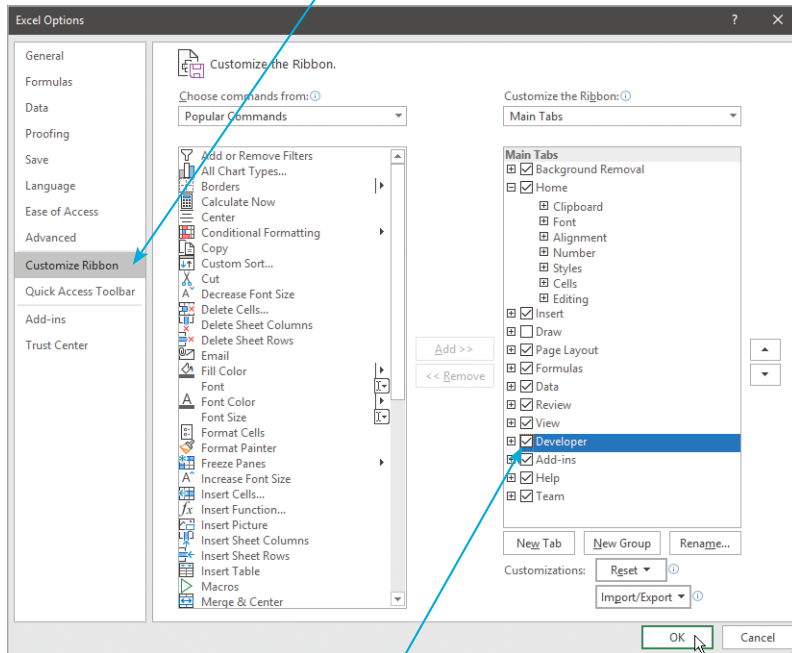
All the examples in this book are available for free download at www.ineasysteps.com/resource-centre/downloads

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- 3 Next, select the **Options** item – to open the “Excel Options” dialog box



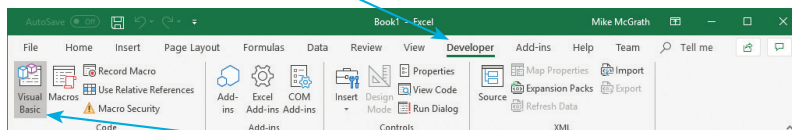
- 4 In the Excel Options dialog, choose the **Customize Ribbon** item on the left-hand pane



- 5 Now, check the **Developer** option box in the right-hand pane

- 6 Click the **OK** button to apply the change and to close the Excel Options dialog box

- 7 See that a **Developer** tab has been added to the Ribbon



- 8 Choose the **Developer** tab to see a **Visual Basic** button in the Ribbon’s “Code” group – VBA is now enabled



You can also open the Excel Options dialog box by pressing the **Alt + F + T** keys.



In the Excel Options dialog you can click the **+** button beside the **Developer** item to reveal the groups it contains. If you right-click on any group, a context menu offers you options to modify the groups that will appear on the Developer tab.