

# Appendix E

## Selected Visual Basic Keywords by Category

This appendix lists selected VBA keywords for functions, statements, methods and properties. See Excel's On-Line Help for a complete list of keywords.

### *FUNCTIONS*

<b>Abs</b>	Returns the absolute value of a number.
<b>Array</b>	Returns a <b>Variant</b> containing an array.
<b>Asc</b>	Returns the numeric code for the first character of text.
<b>Atn</b>	Returns the angle corresponding to a tangent value.
<b>Chr</b>	Returns the character corresponding to a code.
<b>Cos</b>	Returns the cosine of an angle.
<b>Exp</b>	Returns <i>e</i> raised to a power.
<b>Fix</b>	Truncates a number to an integer.
<b>Format</b>	Formats a value according to a formatting code expression.
<b>InputBox</b>	Displays an input dialog box and waits for user input.
<b>Int</b>	Rounds a number to an integer.
<b>IsArray</b>	Returns <b>True</b> if the variable is an array.
<b>IsDate</b>	Returns <b>True</b> if the expression can be converted to a date.
<b>IsEmpty</b>	Returns <b>True</b> if the variable has been initialized.
<b>IsMissing</b>	Returns <b>True</b> if an optional argument has not been passed to a procedure.
<b>IsNull</b>	Returns <b>True</b> if the expression is null (i.e., contains no valid data).
<b>IsNumeric</b>	Returns <b>True</b> if the expression can be evaluated to a number.
<b>LBound</b>	Returns the lower limit of an array dimension.
<b>LTrim</b>	Returns a string without leading spaces.
<b>LCase</b>	Converts a string into lowercase letters.
<b>Left</b>	Returns the leftmost characters of a string.
<b>Len</b>	Returns the length (number of characters) in a string.

<b>Log</b>	Returns the natural (base- <i>e</i> ) logarithm of a number.
<b>Mid</b>	Returns a specified number of characters from a text string, beginning at a specified position.
<b>MsgBox</b>	Displays a message box.
<b>Now</b>	Returns the current date and time.
<b>Right</b>	Returns the rightmost characters of a string.
<b>Rnd</b>	Returns a random number between 0 and 1.
<b>RTrim</b>	Returns a string without trailing spaces.
<b>Sgn</b>	Returns the sign of a number.
<b>Sin</b>	Returns the sine of an angle.
<b>Sqr</b>	Returns the square root of a number.
<b>Str</b>	Converts a number to a string.
<b>Tan</b>	Returns the tangent of an angle.
<b>Trim</b>	Returns a string without leading or trailing spaces.
<b>UBound</b>	Returns the upper limit of an array dimension.
<b>UCase</b>	Converts a string into uppercase letters.
<b>Val</b>	Converts a string to a number.

### **STATEMENTS (COMMANDS)**

<b>Beep</b>	Makes a "beep" sound.
<b>Call</b>	Transfers control to a <b>Function</b> or <b>Sub</b> procedure.
<b>Dim</b>	Declares an array and allocates storage for it.
<b>Do...Loop</b>	Delineates a block of statements to be repeated.
<b>Else</b>	Optional part of <b>If...Then</b> structure.
<b>Elseif</b>	Optional part of <b>If...Then</b> structure.
<b>End</b>	Terminates a procedure or block.
<b>Exit</b>	Exits a <b>Do...</b> , <b>For...</b> , <b>Function...</b> or <b>Sub...</b> structure.
<b>For Each...Next</b>	Delineates a block of statements to be repeated.
<b>For...Next</b>	Delineates a block of statements to be repeated.
<b>Function</b>	Marks the beginning of a <b>Function</b> procedure.
<b>GoSub</b>	Branches to a subroutine within a procedure.
<b>GoTo</b>	Unconditional branch within a procedure.
<b>If...Then...End If</b>	Delineates a block of conditional statements.
<b>On...GoSub</b>	Branches to one of several specified subroutines, depending on the value of an expression.
<b>On...GoTo</b>	Branches to one of several specified lines, depending on the value of an expression.
<b>Option Base</b>	Used at module level to declare lower bound for an array.
<b>Preserve</b>	Preserves data in an existing array when using <b>ReDim</b> .
<b>Private</b>	Indicates that the procedure is available to all other procedures.
<b>Public</b>	Indicates that the procedure is available only to procedures in the same module.

<b>ReDim</b>	Allocates or re-allocates dynamic array storage.
<b>Return</b>	Delineates the end of a subroutine within a procedure.
<b>Select Case</b>	Executes one of several blocks of statements, depending on the value of an expression.
<b>Set</b>	Assigns an object reference to a variable.
<b>Static</b>	Preserves a procedure's local variables between calls.
<b>Stop</b>	Stops execution, but does not close files or clear variables.
<b>Sub</b>	Marks the beginning of a <b>Sub</b> procedure.
<b>Until</b>	Optional part of <b>Do...Loop</b> structure
<b>While</b>	Optional part of <b>Do...Loop</b> structure
<b>With...End With</b>	Delineates a block of statements to be executed on a single object.
<b><i>METHODS</i></b>	
<b>Activate</b>	Activates an object.
<b>Address</b>	Returns a reference, as text
<b>Cells</b>	Returns a single cell by specifying the row and column.
<b>Clear</b>	Clears formulas and formatting from a range of cells.
<b>Close</b>	Closes a window, workbook or workbooks.
<b>Columns</b>	Returns a <b>Range</b> object that represents a single column or multiple columns.
<b>Copy</b>	Copies the selected object to the Clipboard or to another location.
<b>Cut</b>	Cuts the selected object to the Clipboard or to another location.
<b>Delete</b>	Deletes the selected object.
<b>FillDown</b>	Copies the contents and format(s) of the top cell(s) of a specified range into the remaining rows.
<b>FillRight</b>	Copies the contents and format(s) of the leftmost cell(s) of a specified range into the remaining columns.
<b>InputBox</b>	Displays an input dialog box and waits for user input.
<b>Insert</b>	Inserts a range of cells in a worksheet.
<b>MacroOptions</b>	Sets options in the Macro Options dialog box.
<b>Paste</b>	Pastes the contents of the Clipboard onto a worksheet.
<b>Quit</b>	Quits Microsoft Excel.
<b>Range</b>	Returns a <b>Range</b> object that represents a cell or range of cells.
<b>Rows</b>	Returns a <b>Range</b> object that represents a single row or multiple rows.
<b>Save</b>	Saves changes to active workbook.
<b>SaveAs</b>	Saves changes to active workbook or other document with a different filename.
<b>Select</b>	Selects an object.
<b>Sort</b>	Sorts a range of cells.

***PROPERTIES***

<b>ActiveCell</b>	Returns the active cell of the active window.
<b>ActiveSheet</b>	Returns the active sheet of the active workbook.
<b>Bold</b>	Returns <b>True</b> if the font is Bold. Sets the Bold font.
<b>Column</b>	Returns a number corresponding to the first column in the range.
<b>Count</b>	Returns the number of items in the collection.
<b>Font</b>	Returns the font of the object.
<b>Formula</b>	Returns or sets the formula associated with an object.
<b>FontStyle</b>	Returns or sets the font of the object.
<b>Italic</b>	Returns <b>True</b> if the font is Italic. Sets the Italic font.
<b>Name</b>	Returns or sets the name of an object.
<b>NumberFormat</b>	Returns or sets the number format code of a cell.
<b>Row</b>	Returns a number corresponding to the first row in the range.
<b>Selection</b>	Returns the selected object.
<b>Text</b>	Returns or sets the text associated with an object.
<b>Value</b>	Returns the value of an object.

***OTHER KEYWORDS AND OPERATORS***

<b>False</b>	Boolean keyword.
<b>True</b>	Boolean keyword.
<b>And</b>	Logical operator.
<b>Or</b>	Logical operator.