

VBA - USER FORMS

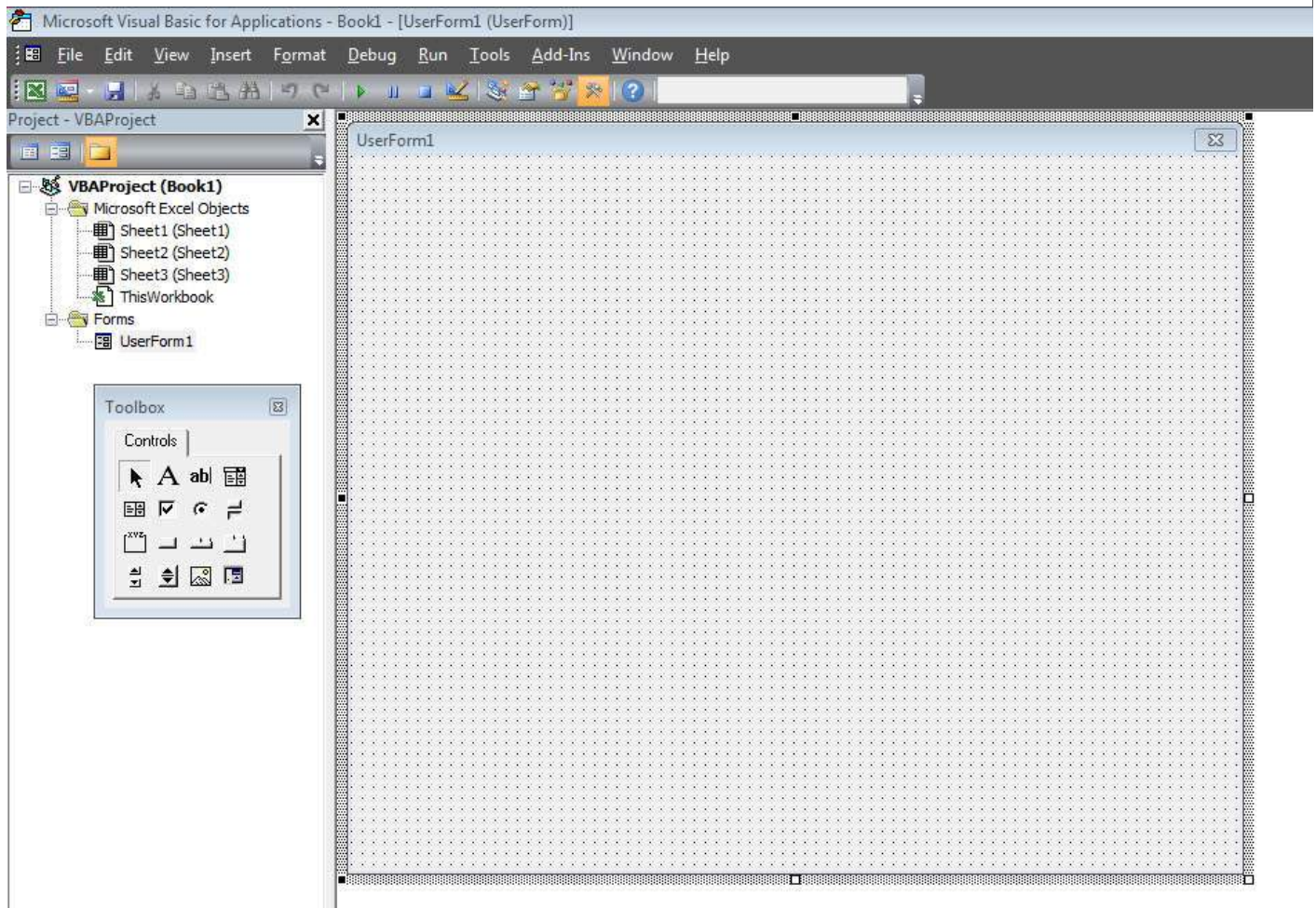
http://www.tutorialspoint.com/vba/vba_userforms.htm

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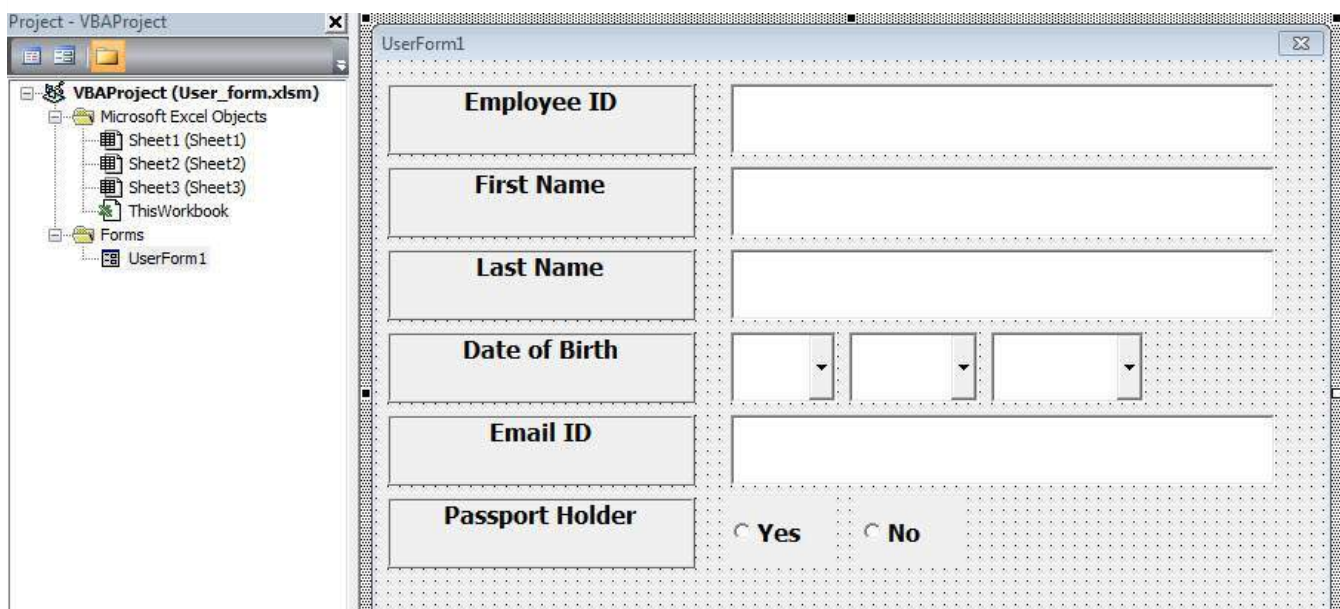
VBA - User Forms

A UserForm is a custom-built dialog box that makes a user data entry more controllable for you and easier for the user. In this chapter, we will design a Simple form and add data into excel.

Step 1 : Navigate to VBA Window by pressing Alt+F11 and Navigate to "Insert" Menu and select "User Form". Upon selecting, user form is displayed below.



Step 2 : Now let us design the forms using the given controls.



Submit

Cancel

Step 3 : After adding each controls, the controls has to be named. Caption corresponds to what appears on the form and name corresponds to the logical name which will be appearing while we write VBA code for that element.

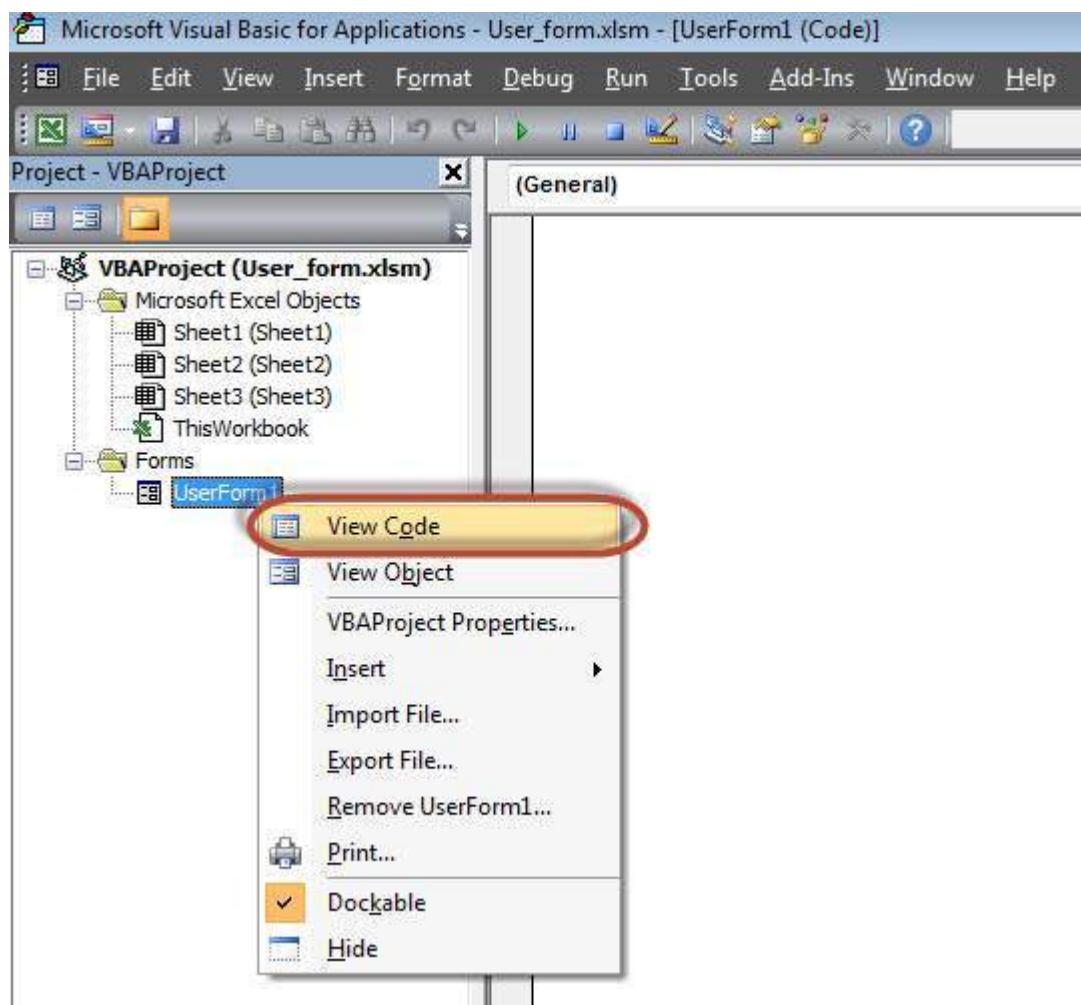
The screenshot shows the VBA Project window and the Properties window. The VBA Project window displays 'VBAProject (User_form.xlsm)' with 'Sheet1 (Sheet1)', 'Sheet2 (Sheet2)', and 'Sheet3 (Sheet3)'. The Properties window shows the 'empid' Label's properties. A red arrow points from the 'Caption' property, which is 'Employee ID', to the 'Employee ID' label on the 'UserForm1' form. A yellow callout bubble with the text 'Logical Name' points to the '(Name)' property, which is 'empid'.

Step 4 : Below are names against each one of the added controls.

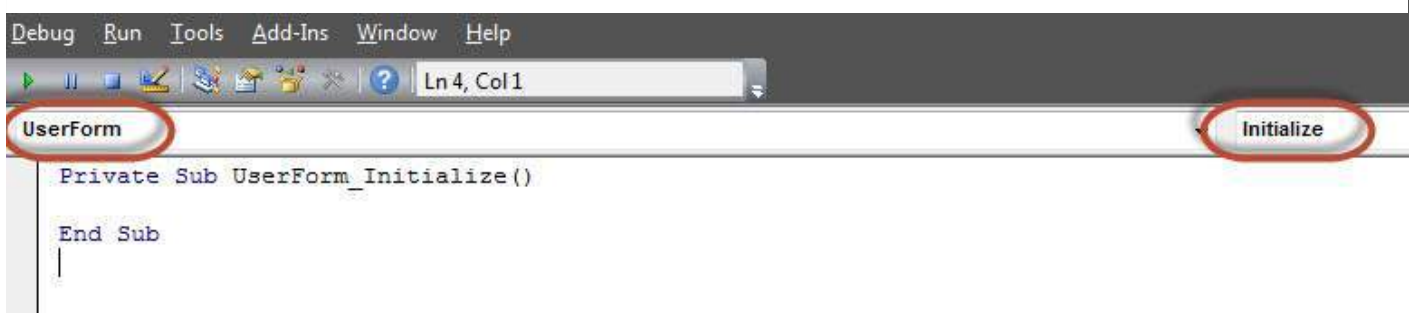
Control	Logical Name	Caption
From	frmempform	Employee Form
Employee ID Label Box	empid	Employee ID
firstname Label Box	firstname	First Name
lastname Label Box	lastname	Last Name
dob Label Box	dob	Date of Birth
mailid Label Box	mailid	Email ID
Passportholder Label Box	Passportholder	Passport Holder
Emp ID Text Box	txtempid	NOT Applicable
First Name Text Box	txtfirstname	NOT Applicable
Last Name Text Box	txtlastname	NOT Applicable
Email ID Text Box	txtemailid	NOT Applicable

Date Combo Box	cmbdate	NOT Applicable
Month Combo Box	cmbmonth	NOT Applicable
Year Combo Box	cmbyear	NOT Applicable
Yes Radio Button	radioyes	Yes
No Radio Button	radiono	No
Submit Button	btnsubmit	Submit
Cancel Button	btncancel	Cancel

Step 5 : Now we will add code for the form load event by performing right click on the form and selecting 'View Code'.



Step 6 : Select userform from the objects drop down and select 'Initialize' method as shown below.



Step 7 : Upon Loading the Form we should ensure that the text boxes are cleared, Drop down boxes are filled and Radio buttons are reseted

```
Private Sub UserForm_Initialize()  
  
    'Empty Emp ID Text box and Set the Cursor  
    txttempid.Value = ""  
    txttempid.SetFocus  
  
    'Empty all other text box fields  
    txtfirstname.Value = ""  
    txtlastname.Value = ""  
    txtemailid.Value = ""  
  
    'Clear All Date of Birth Related Fields  
    cmbdate.Clear  
    cmbmonth.Clear  
    cmbyear.Clear  
  
    'Fill Date Drop Down box - Takes 1 to 31  
    With cmbdate  
        .AddItem "1"  
        .AddItem "2"  
        .AddItem "3"  
        .AddItem "4"  
        .AddItem "5"  
        .AddItem "6"  
        .AddItem "7"  
        .AddItem "8"  
        .AddItem "9"  
        .AddItem "10"  
        .AddItem "11"  
        .AddItem "12"  
        .AddItem "13"  
        .AddItem "14"  
        .AddItem "15"  
        .AddItem "16"  
        .AddItem "17"  
        .AddItem "18"  
        .AddItem "19"  
        .AddItem "20"  
        .AddItem "21"  
        .AddItem "22"  
        .AddItem "23"  
        .AddItem "24"  
        .AddItem "25"  
        .AddItem "26"  
        .AddItem "27"  
        .AddItem "28"  
        .AddItem "29"  
        .AddItem "30"  
        .AddItem "31"  
    End With  
  
    'Fill Month Drop Down box - Takes Jan to Dec  
    With cmbmonth  
        .AddItem "JAN"  
        .AddItem "FEB"  
        .AddItem "MAR"  
        .AddItem "APR"  
        .AddItem "MAY"  
        .AddItem "JUN"  
        .AddItem "JUL"  
        .AddItem "AUG"  
        .AddItem "SEP"  
        .AddItem "OCT"  
        .AddItem "NOV"  
        .AddItem "DEC"  
    End With
```

```

'Fill Year Drop Down box - Takes 1980 to 2014
With cmbyear
.AddItem "1980"
.AddItem "1981"
.AddItem "1982"
.AddItem "1983"
.AddItem "1984"
.AddItem "1985"
.AddItem "1986"
.AddItem "1987"
.AddItem "1988"
.AddItem "1989"
.AddItem "1990"
.AddItem "1991"
.AddItem "1992"
.AddItem "1993"
.AddItem "1994"
.AddItem "1995"
.AddItem "1996"
.AddItem "1997"
.AddItem "1998"
.AddItem "1999"
.AddItem "2000"
.AddItem "2001"
.AddItem "2002"
.AddItem "2003"
.AddItem "2004"
.AddItem "2005"
.AddItem "2006"
.AddItem "2007"
.AddItem "2008"
.AddItem "2009"
.AddItem "2010"
.AddItem "2011"
.AddItem "2012"
.AddItem "2013"
.AddItem "2014"
End With

'Reset Radio Button. Set it to False when form loads.
radioyes.Value = False
radiono.Value = False

End Sub

```

Step 8 : Now we need to add code to the Submit button. Upon Clicking on submit button user Should be able to Add the values into the worksheet.

```

Private Sub btnsubmit_Click()
    Dim emptyRow As Long

    'Make Sheet1 active
    Sheet1.Activate

    'Determine emptyRow
    emptyRow = WorksheetFunction.CountA(Range("A:A")) + 1

    'Transfer information
    Cells(emptyRow, 1).Value = txttempid.Value
    Cells(emptyRow, 2).Value = txtfirstname.Value
    Cells(emptyRow, 3).Value = txtlastname.Value
    Cells(emptyRow, 4).Value = cmbdate.Value & "/" & cmbmonth.Value & "/" & cmbyear.Value
    Cells(emptyRow, 5).Value = txtemailid.Value

    If radioyes.Value = True Then
        Cells(emptyRow, 6).Value = "Yes"
    Else
        Cells(emptyRow, 6).Value = "No"
    End If
End Sub

```

End Sub

Step 9 : Now add a method to close the form when user clicks on cancel button.

```
Private Sub btncancel_Click()  
    Unload Me  
End Sub
```

Step 10 : Now Let us Execute the Form by clicking on "run" Button. Enter values into the form and click 'Submit' button. Automatically the values would flow into the worksheet as shown below.

	A	B	C	D	E	F
	Employee ID	First Name	Last Name	Date of Birth	Email ID	Passport Holder
2	100	Jim	Smith	1-Feb-82	jim@Tutorialspoint.com	Yes
3	101	Jack	Rose	19-Aug-88	Jack.Rose@Tutorialspoint.com	No
4	102	Cathy	Nelson	27-Jul-86	cathy@tutorialspoint.com	No
5						
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30						
31						
32						

Employee Form

Employee ID

102

First Name

Cathy

Last Name

Nelson

Date of Birth

27

JUL

1986

Email ID

cathy@tutorialspoint.com

Passport Holder

☐ Yes ☒ No

Submit

Cancel