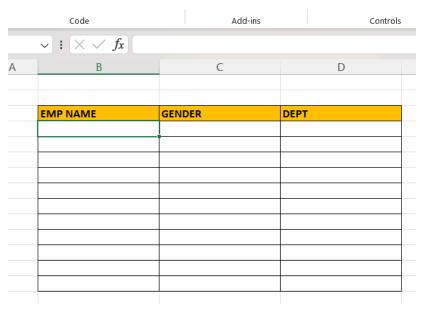
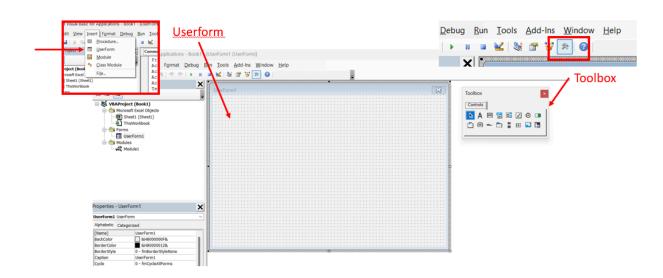
USERFORMS: How to? Guide

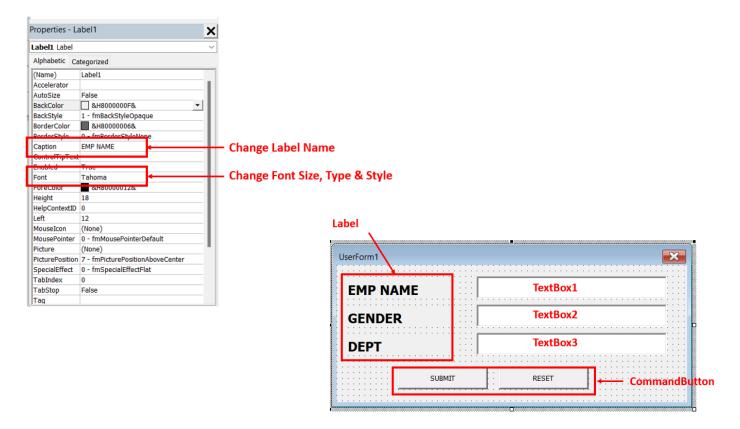
Create a Table in Excel to be filled by Userform. Keep the 1st cell (B1 in the picture) active.



- 1. Open the Visual Basic for Applications (VBA) Editor:
 - Click on the **Developer** tab in the Ribbon.
 - Click on **Visual Basic** to open the VBA Editor.
- 2. Insert a UserForm:
 - In the VBA Editor, go to **Insert** > **UserForm**.
 - o A new UserForm will appear along with the Toolbox.

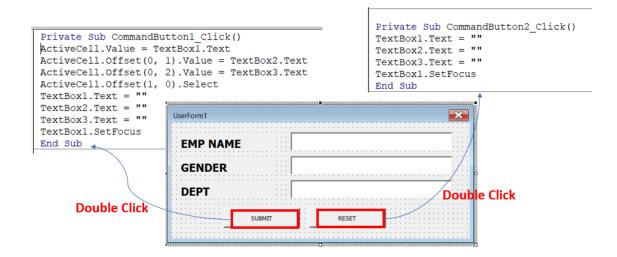


- 3. Add Controls to the UserForm:
 - Use the Toolbox to add controls like Labels, TextBoxes, and CommandButtons to your UserForm.
 - Drag and drop the controls onto the UserForm and arrange them as needed.
- 4. Click on each control and set its properties in the Properties window (e.g., change the Name and Caption properties).



- 5. Write VBA Code for the UserForm:
 - Double-click on the UserForm CommandButton to open the code window.
 - Write the necessary VBA code to handle events like button clicks. For example, you can write code to transfer data from the UserForm to the worksheet.
 - To switch back to Userform Double click on the userform name from the Project Window

Project - VBAProject



- 6. Create a Macro to Show the UserForm:
 - Insert a new module by going to **Insert > Module**.
 - Write a macro to display the UserForm. For example:

Sub ShowUserForm()

UserForm1.Show

End Sub

- 7. Run the UserForm:
 - Close the VBA Editor and return to Excel.
 - You can run the macro to display the UserForm by pressing Alt + F8, selecting the macro, and clicking Run

