Machine generated alternative text:
A Quick Guide to Ranges and Cells
Function Takes Returns Example Gives
Range cell address multiple cells .Range(”A1:A4”) $AS1:$AS4
Cells row, column one cell .Cells(1 ,5) SES1
Offset row, column multiple cells RangeÇ’Al :A2”) $C$2:$C$3
.Offset(1 .2)
Rows row(s) one or more rows .Rows(4)
. RowsÇ’2:4”)
Columns column(s) one or more columns .Columns(4)
.ColumnsÇ’B:D”) $B:SD

Machine generated alternative text:
A Quick Guide to the VBA Worksheet
The following table gives a quick run down to the different worksheet methods.
Note: I use Worksheets in the table below without specifying the workbook i.e. Worksheets rather than
This Workbook. Worksheets, viii Worksheets etc. This is to make the examples clear and easy to read.
You should always specify the workbook when using Worksheets. Otherwise the active workbook will
be used by default.
Flow to
Access worksheet by name Worksheets(”SheetV)
Access worksheet by position from eli Worksheets(2)
Worksheets(4)
Access the left most worksheet Worksheets(1)
Access the right most worksheet Worksheets(Worksheets.Count)
Access using worksheet code name(current see Code Name section below
workbook only)
Access using worksheet code name(other see Code Name section below
workbook)
Access the active worksheet ActiveSheet
Declare worksheet variable Dim sh As Worksheet
Assign worksheet variable Set sh = Worksheets(”Sheetl ‘)
Add worksheet Worksheets.Add
Add worksheet and assign to variable Set sh =Worksheets.Add
Add worksheet to first position(left) Worksheets.Add Before:=Worksheets(1)
Add worksheet to last position(right)
Worksheets.Add
after:=Worksheets( Worksheets. Count)
Add multiple worksheets
Worksheets.Add Count:=3
Activate Worksheet sh.Activate
Copy Worksheet sh.Copy
Copy after a worksheet shi .Copy After:=Sh2
Copy before a worksheet shi .Copy Before:=Sh2
Delete Worksheet sh.Delete

Machine generated alternative text:
Delete Worksheet without warning Application.DisplayAlerts = False
sh.Delete
ApplicationDisplayAlerts = True
Change worksheet name sh.Name = “Data’
Show/hide worksheet sh.Visible = xlSheetH idden
sh.Visible = xlSheetVisible
Loop through all worksheets(For) Dim j As Long
For j = 1 To Worksheets.Count
Debug.Print Worksheets(i)Name
Next j
Loop through all worksheets(For Each) Dim sh As Worksheet
For Each sh In Worksheets
Debug.Print sh.Name
Next

Machine generated alternative text:
Task
Access open workbook using name
Access open workbook (the one
opened first)
Access open workbook (the one
opened last)
Access the active workbook
Access workbook containing VGA
code
Declare a workbook variable
Assign a workbook variable
Activate workbook
Close workbook without saving
Close workbook and save
Create new workbook
Open workbook
Open workbook as read only
Check Workbook exists
Check Workbook is open
List all open workbooks
Open workbook with the File Dialog
Save workbook
Save workbook copy
Copy workbook if closed
SaveAs workbook
Workbooks(Workbooks.Count)
ActiveWorkbook
ThisWorkbook
Dim wk As Workbook
Set wk = Workbooks(’Example.xlsx’)
Set wk = ThisWorkbook
Set wk = Workbooks(1)
wk.Activate
wk.Close SaveChanges:=False
wk.Close SaveChanges:=True
Set wk = Workbooks.Add
Set wk =Workbooks.Open (‘C:\Docs\Example.xlsx’)
Set wk = Workbooks.Open (‘C:\Docs\Examplexlsx’,
ReadOnly:=True)
If Dir(C:\Docs\bookl .xlsx) = ‘ Then
MsgBox File does not exist.’
Endif
See Check Workbook Open section below
For Each wk In Application.Workbooks
Debug.Print wk.FuIlName
Nextwk
See File Dialog section below function below
wk.Save
wk.SaveCopyAs C:\Copy.xlsm’
FileCopy ‘C:\fllel .xlsx’,’C:\Copy.xlsx’
wk.SaveAs ‘Backup.xlsx’
A Quick Guide to the VBA Workbook
The following table provides a quick how-to guide on the main VGA workbook tasks
How to
WorkbooksçExample.xlsx’)
Workbooks(1)







