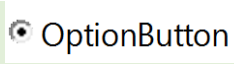
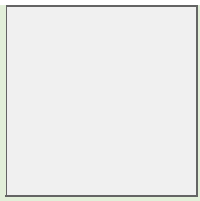
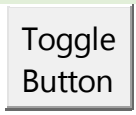
VBA FORM AND ACTIVE-X CONTROLS

GUI is the acronym for Graphical User Interface. The GUI is the part of the program that the user interacts with. A GUI is made up of controls. These controls can be used in a Form. The following table shows some of the most commonly used GUI controls in VBA

Control	Image	Description
Command	Command	Used to execute code
Combo Box		Used to present a drop down list to the users
Check Box	CheckBox	Used for true or false values. Multiple checkboxes can have true value at the same time
List Box		Used to present a simplelist to the user
Text Box		Used to accept user input
Scroll Bar		Used to provide a scrollbar for navigation purposes

Spin Button		Used to increase or decrease numeric values by clicking on up or down arrows that appear in the spin button
Option Button		Used for true or false values. Only one option button can have a true value at a time
Label	Label	Used to display static text to the user
Image		Used to display images
Toggle Button		Button that has pressed and un-pressed states

To access the GUI control, locate the Developer Tab. On the Controls group, you would find all controls. (Using MS Word 2010)

Adding GUI Controls to a Document

Click on any of the controls (e.g. command button) in controls group of the Developer Tab, drag the controls into the document.

Setting GUI Control Properties

Every control has properties. To set any property of a control, you click on the control and then locate Properties in the Controls group of the Developer Tab. The properties dialog box shows up. On the dialog box, you can change any of the properties of the control.

How to Use ActiveX Control in VBA

Controls can be controlled by coding over them. For example: command button could be code to display a Welcome message.

```
Private Sub cmdDisplay_Click ( )
  MsgBox “Welcome! Happy Programming”
End Sub
```