

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: An Overview of VBA</i>	7
Chapter 1: Getting to Know VBA	9
Chapter 2: Your First VBA Program	33
<i>Part II: Learning the Ropes</i>	49
Chapter 3: Writing Structured VBA Programs	51
Chapter 4: Storing and Modifying Information	79
Chapter 5: Creating Structured Programs	111
Chapter 6: Trapping Errors and Squashing Bugs	133
Chapter 7: Interacting with the User	155
<i>Part III: Expanding Your VBA Horizons</i>	179
Chapter 8: Object-Oriented Programming	181
Chapter 9: Working with Arrays and Collections	205
Chapter 10: Working with Disk Files	229
Chapter 11: VBA Programming with XML	239
<i>Part IV: Programming for Applications</i>	255
Chapter 12: VBA Programming in Office	257
Chapter 13: VBA Programming in Word	277
Chapter 14: VBA Programming in Excel	305
Chapter 15: VBA Programming in Access	329
Chapter 16: Applications that Work Together	355
<i>Part V: The Part of Tens</i>	379
Chapter 17: Ten Kinds of VBA Resources	381
Chapter 18: Ten Ways to Update Your Old VBA Code Quickly	389
<i>On the Web</i>	
Bonus Chapter 1: VBA Programming in FrontPage	BC1
Bonus Chapter 2: VBA Programming in Visio	BC25
Bonus Chapter 3: Ten Really Cool Things You Can Do with VBA	BC43
<i>Index</i>	397

Table of Contents

Introduction..... 1

About This Book.....	1
Conventions Used in This Book	2
What You Should Read	2
What You Don't Have to Read	3
Foolish Assumptions	3
How This Book Is Organized.....	3
Part I: An Overview of VBA	4
Part II: Learning the Ropes	4
Part III: Expanding Your VBA Horizons.....	4
Part IV: Programming for Applications.....	5
Part V: The Part of Tens.....	5
The accompanying Web site	5
Icons Used in This Book.....	6
Where to Go from Here.....	6

Part I: An Overview of VBA..... 7

Chapter 1: Getting to Know VBA 9

Batteries Included — VBA Comes with Office.....	10
VBA: It's Not Just for Programmers	12
Automating documents	12
Customizing an application's interface	12
Performing calculations	13
Getting stuff from a database.....	13
Adding new application features.....	14
Making special tools	14
Having things your way	14
Other Products Use VBA, Too	15
A Room with a View	15
Looking at the Integrated Development Environment (IDE)	16
Looking at the VBA Toolbox	17
Looking at objects	18
Starting the Visual Basic Editor.....	18
Word 2007, Excel 2007, and PowerPoint 2007.....	19
Access 2007	19
OneNote 2007, Publisher 2007, Visio 2007, Project 2007, and all older versions of Office	19
Security under Vista.....	19



- Setting macro security for Word 2007, Excel 2007, PowerPoint 2007, and Access 200720
- Setting macro security for OneNote 2007, Publisher 2007, Visio 2007, Project 2007, and all older versions of Office21
- Using Project Explorer21
- Using the Properties window.....23
- Using the Code window25
- Using the Immediate window.....27
- Using Object Browser29

Chapter 2: Your First VBA Program 33

- Deciding What to Do34
- Steps to Create a VBA Program.....35
 - Step 1: Design the program35
 - Step 2: Implement the design.....36
 - Step 3: Test, test, test38
 - Step 4: Swat the bugs39
- Four Ways to Run Your Program40
 - Using the Macro dialog box40
 - Using the quick-launch methods42
 - Accessing the program from other VBA code45
 - Executing the VBA program automatically46
 - Using Help to Your Advantage — Stealing Microsoft’s Code.....47

***Part II: Learning the Ropes*49**

Chapter 3: Writing Structured VBA Programs 51

- Parts of a Program52
 - Defining the parts of a program.....52
 - Understanding the VBA programming blocks53
 - Using the Macro Recorder.....54
 - Using Subs60
 - Using Functions61
 - Modifying the project settings.....61
 - Defining compiler options65
- Taking the Lego Approach66
 - Creating an application plan67
 - Defining the project.....68
 - Adding a module.....69
 - Designing procedures70
 - Writing statements70
- Writing Your First Sub.....71
- Writing Your First Function.....73

Getting the Scoop on Scope.....	75
Understanding the purpose of scope	75
Defining the effects of scope.....	76
Creating Readable Code	77
Telling Others about Your Code.....	77
Writing basic comments	78
Knowing when to use comments	78
Understanding how to create a good comment.....	78

Chapter 4: Storing and Modifying Information79

Understanding Variables and Constants.....	80
Making the declaration.....	80
Knowing which storage type to use.....	81
Defining scope	83
Defining the Data Types	83
Using strings for text.....	84
Using numbers for calculations.....	92
Using Boolean values to make decisions	98
Using scientific values for math calculations	99
Using currency values for money calculations	100
Using date and time values	101
Working with variant data.....	103
Presenting data in a pleasing format	104
Working with Operators.....	106
Applying What You Know to Design an Excel Report.....	107

Chapter 5: Creating Structured Programs111

Exercising Control with Structures.....	111
Making a Decision with the If...Then Statement	112
Using the If...Then statement.....	113
Using the If...Then...Else statement.....	115
Using the If...Then...Elseif statement.....	117
Using the If function.....	119
Making a Choice by Using the Select Case Statement.....	120
Using the Select Case statement	120
Using the Case Else clause	123
Performing a Task More than Once by Using Loops	124
Using the Do While...Loop statement	124
Using the Do...Loop While statement	126
Using the Do Until...Loop statement	126
Using the Do...Loop Until statement.....	126
Using the For...Next statement.....	127
Using the For Each...Next statement.....	129
Redirecting the Flow by Using GoTo	130
Using the GoTo statement correctly.....	130
Avoiding misuse of the GoTo statement.....	131

Chapter 6: Trapping Errors and Squashing Bugs133

Knowing the Enemy	134
Understanding syntax errors	134
Understanding compile errors.....	135
Understanding run-time errors.....	136
Understanding semantic errors.....	137
Prevention Is Better than a Cure.....	138
Avoiding run-time errors	139
Recovering from an error	140
Understanding error handlers	143
Writing your own error-handling code	144
Reporting errors	146
Saving and Restoring Code	147
Exporting a module from a program.....	147
Importing a module in a program	147
Time for a Bug Hunt	148
Executing a break	148
Taking individual steps.....	149
Viewing the data tips	149
Using the Immediate window to your advantage.....	150
Using the Locals Window	151
Using the Watches Window	152
Adding a new watch expression.....	153
Using the Add Watch window.....	153

Chapter 7: Interacting with the User155

Understanding Forms	155
Using forms creatively.....	156
Designing a form for your application.....	156
Considering the form layout	157
Using the Basic Controls	158
Adding controls to the form.....	159
Understanding the two parts of a form	160
Using the Label control to display text	160
Getting user input with text boxes.....	161
Executing tasks with command buttons	163
Saying yes or no with check boxes and toggle buttons	165
Making choices with option buttons and frames.....	167
Choosing options with list boxes and combo boxes	170
Adding controls to the Toolbox.....	172
Using the Forms You Create	173
Modifying the form and control properties	173
Making your form pretty	174
Creating a connection between forms and modules	175
Validating user input	175
Handling form events.....	176

Part III: Expanding Your VBA Horizons 179**Chapter 8: Object-Oriented Programming181**

Understanding Classes	181
Understanding object-oriented programming concepts	182
Understanding properties, methods, and events	183
Defining classes	183
Considering class types	184
Using classes to improve your applications	185
Designing a Basic Class	185
Defining properties	186
Defining methods	191
Defining events	193
Using enumerated constants	194
Defining initialization	195
Setting the Instancing property	197
Creating useful classes	197
Using Your New Object in an Application	198
Adding Error Handling to Classes	200
Using the With Statement.....	202
Adding a Digital Signature to Your Creation	203
Obtaining a digital signature.....	203
Creating a test digital signature.....	203
Applying the digital signature to a project.....	204

Chapter 9: Working with Arrays and Collections205

Using Arrays for Structured Storage.....	206
Understanding array usage	206
Understanding the array types	208
Copying data from one array to another	211
Using Collections to Create Data Sets	213
Understanding collection usage	213
Adding keyed data to the collection	217
Accessing predefined collection items	219
Defining Your Own Data Types.....	221
Understanding user-defined data types	221
Knowing when to create your own data type	222
Accessing and manipulating data	222

Chapter 10: Working with Disk Files229

Using Disk Storage	230
Application configuration information	230
Data translation	231
Data storage	231

Working with Settings	232
Writing an INI file	232
Reading an INI file.....	235
Chapter 11: VBA Programming with XML	239
Comparing WordML with Saved XML.....	240
Manipulating XML Data	243
Writing the data to disk	243
Defining a schema	243
Defining XSD to worksheet linkage	245
Exporting the data to disk.....	246
Importing the data from disk	247
Creating a Simple Word XML Document	247
Changing the Face of XML with XSLT	249
Saving your Word document by using XSLT	250
Automating the Word XML process	252
<i>Part IV: Programming for Applications.....</i>	255
Chapter 12: VBA Programming in Office	257
Working with the User Environment.....	257
Beneficial changes that you can make.....	258
Problems that you should consider.....	259
Manipulating Toolbars and Menus	260
Displaying or hiding toolbars and menus	261
Modifying the toolbar or menu content	263
Adding and removing toolbars and menus	265
Working with the New Ribbon Interface	266
Understanding the application file content	267
Obtaining and using the Office 2007 Custom UI Editor	267
Adding a tab, group, and button	269
Performing tasks when the Ribbon loads	271
Modifying existing tabs.....	272
Chapter 13: VBA Programming in Word	277
Understanding the Word-Related Objects	278
Using the Documents collection.....	278
Using the Templates collection	281
Using the Windows collection	283
Accessing the Word Document	286
Using the Registry with VBA.....	289
Overcoming UAC problems in Vista.....	289
Accessing any Registry locations in Office	290

Selecting Objects in a Word Document	291
Understanding object connectivity.....	291
Working with embedded objects by using the InlineShape collection	292
Manipulating Text	295
Working with Envelopes and Labels.....	299
Designing the envelope and label form	300
Printing envelopes	301
Printing labels	302
Chapter 14: VBA Programming in Excel	305
Understanding the Excel-Related Objects	306
Using the Workbooks collection.....	306
Using the Sheets collection.....	308
Using the Charts collection.....	314
Using the Windows collection	319
Selecting Objects within Excel	321
Developing Custom Functions in Excel.....	324
Performing data conversion	325
Defining math calculations.....	326
Adding comments to your functions	326
Chapter 15: VBA Programming in Access	329
Understanding the Access-Related Objects	331
Understanding Access and sub-procedure use.....	331
Using the Application object effectively	332
Defining your work area with the Workspaces collection.....	334
Working with the DBEngine object.....	336
Using the CurrentDB and related objects.....	341
Understanding the Database objects.....	344
Accessing special commands with the DoCmd object.....	345
Understanding SQL: A Quick Overview.....	347
Creating a SQL query the easy way.....	347
Using the SQL query	349
Adding Form-Related Applications.....	351
Creating Automatic Applications	354
Chapter 16: Applications that Work Together	355
Understanding Why You Should Work with More than One Application.....	356
Starting and Stopping External Applications	357
Deciding how to perform the task.....	357
Creating the Win32 API calls	358
Encapsulating the process	362
Calling the AccessExternalProgram function	364

Processing Outlook E-Mail Messages with Word	365
Sending E-Mail Messages with Outlook.....	368
Sending Notes from Word to Excel	374

***Part V: The Part of Tens*.....379**

Chapter 17: Ten Kinds of VBA Resources381

Using Magazines and Periodicals.....	382
Traditional paper magazines and periodicals	382
Free electronic newsletters.....	382
Using RSS to Obtain the Latest Information	383
Finding Interesting Newsgroups and List Servers	384
Microsoft-specific newsgroups.....	384
Third-party newsgroups	385
List servers that you access through e-mail and Web sites.....	386
Locating Just the Right Code.....	386
Getting Tools to Make Programming Easier	387
Downloading ActiveX Controls and Third-Party Components.....	388
Using the Author As a Resource	388

Chapter 18: Ten Ways to Update Your Old VBA Code Quickly389

Debugging Your Code Before Making Changes	390
Using Search-and-Replace to Your Advantage.....	390
Asking Others About a Fix	391
Finding fixes that Microsoft provides	392
Finding third-party solutions to problems.....	393
Maintaining a Log.....	393
Grabbing Helpful Code from VBA Help	394
Getting Your Users to Help You.....	394
Creating an Update Plan.....	395
Learning When That Old Code Won't Update	395
Using the Code in This Book for Updates	396

On the Web

Bonus Chapter 1: VBA Programming in FrontPageBC1

Bonus Chapter 2: VBA Programming in VisioBC25

Bonus Chapter 3: Ten Really Cool Things You Can Do with VBABC43

***Index*.....397**