

# Index

## • Symbols •

= (equal sign), 109–110  
' (apostrophe) in comments, 95–96  
+ (addition) operator, 110–111  
/ (division) operator, 110–111  
^ (exponentiation) operator, 110–111  
\ (integer division) operator, 110  
\* (multiplication) operator, 110–111  
& (string concatenation) operator, 110  
- (subtraction) operator, 110–111

## • A •

Abs function, 133  
absolute mode (macro recorder), 84–85  
accelerator keys, 263, 285–286  
Accelerator property, 263, 271  
Activate event, 64, 162–163, 170–174  
activating VBE, 37  
active objects, 19  
adding. *See also* inserting  
    buttons to Ribbon, 16  
    controls to UserForms, 254, 256–257,  
    261–263, 269–270  
    VBA module to a project, 41  
AddinInstall event, 162  
add-ins  
    Analysis ToolPak, 349  
    Change Case add-in, 353–359  
    closing, 351  
    code, 350  
    converting workbook files into  
        an add-ins, 350  
    creating, 16, 349–353  
    defined, 349  
    distributing, 358  
    IsAddin property, 349  
    loading, 351  
    modifying, 359  
    opening, 351–352  
    Power Utility Pak, 349  
    Ribbon, 352  
    shareware, 349  
    Solver, 349  
    third-party suppliers, 349  
    unloading, 351  
    worksheet functions, 350  
    XLAM file extension, 350  
AddinUninstall event, 162  
addition (+) operator, 110–111  
Address property (Range object), 122  
advantages of VBA, 17  
aesthetics of UserForms, 287  
alert messages, 228–229  
aligning controls in UserForms, 284–285  
Analysis ToolPak, 349  
and operator, 111  
apostrophe (') in comments, 95–96  
Application object, 56  
applications  
    creating, 16  
    users, BC20  
arguments in functions  
    defined, 335  
    descriptions, 347–348  
    indefinite number of arguments, 342–343  
    no argument, 336  
    one argument, 336–338  
    optional argument, 340–342  
    range argument, 339–340  
    two arguments, 338–339  
arranging windows, 43  
Array function, 133  
arrays  
    declaring, 112  
    defined, 112  
    dynamic, 113–114  
    functions, 343–345  
    multidimensional, 113

Asc function, 133  
 assigning  
   macros to a button, 76–77  
   values to variables, 20  
 assignment statements, 109–110  
 Atn function, 133  
 Auto Data Tips option (VBE), 51  
 Auto Indent option (VBE), 52  
 Auto List Members option (VBE), 51, 66–67  
 Auto Quick Info option (VBE), 51  
 Auto Syntax Check option (VBE), 50  
 automatic calculation, 228  
 automating  
   defined, 14  
   repetitive operations, 15  
   tasks, 15  
 AutoSize property, 271

## • B •

BackColor property, 271  
 BackStyle property, 271  
 backups, BC20  
 Banfield, Colin, *Excel 2010 For Dummies Quick Reference*, 2  
 BeforeClose event, 162, 169  
 BeforeDoubleClick event, 163, 174  
 BeforePrint event, 162  
 BeforeRightClick event, 163, 174–175  
 BeforeSave event, 162, 169–170  
 Bing, 369  
 blogs, 369  
 Boolean data type, 99  
 Boolean settings, 221  
 Break mode, 203–207  
 breakpoints  
   defined, 202  
   removing, 203  
   setting, 202–203  
 bugs. *See also* debugging  
   comments, 208  
   defined, 183  
   error messages, 198–199  
   extreme-case bugs, 197  
   function procedures, 209  
   identifying, 198–199  
   incorrect context bugs, 197  
   logic flaws, 197

  reduction tips, 208–209  
   security updates, 198  
   Sub procedures, 209  
   syntax errors, 198  
   wrong data type bugs, 198  
   wrong version bugs, 198  
 built-in constants, 106–107  
 built-in data types, 99  
 built-in functions, 130–135  
 buttons  
   adding to Ribbon, 16  
   custom buttons, 16  
   macros, 76–77  
   Quick Access toolbar, 320

## • C •

Calculate event, 163  
 calculating mortgage payment, 137  
 calling a Function procedure from a Sub procedure, 79  
 Caption property, 272  
 cell ranges. *See* ranges  
 Cell shortcut menu, 326–328  
 Cells property, 117–118  
 Change Case add-in, 353–359  
 Change event, 163, 175–177  
 changing  
   control properties, 257–258, 270–272  
   settings, 220–222  
   tab order in dialog boxes, 285–286  
 changing properties, 62–63  
 charts  
   Chart property, 224  
   ChartObject object, 223–224  
   ChartObjects collection, 224–225  
   embedded charts, 223–224  
   formatting, 225–226  
   grayscale, BC7–BC8  
   macros, 222–223  
   modifying chart type, 224  
   properties, 225  
   selecting, 226  
   UserForms, 310–311  
 CheckBox control, 256, 274  
 checklist for creating UserForms, 311–312  
 Choose function, 133  
 Chr function, 133

- cleaning up code, BC18
- Clear method, 128
- clearing ranges, 128
- closing
  - add-ins, 351
  - windows, 44
- code
  - add-ins, 350
  - breakpoints, 202–203
  - cleaning up, BC18
  - comments, 95–97
  - conventions used in this book, 4
  - copying, 49
  - entering into VBA modules, 44–49
  - indenting, 52, 208
  - labels, 113
  - line continuation character sequence, 4–5
  - line numbers, 113
  - logic flaws, 197
  - modular code, BC18
  - password-protecting, 364, BC17–BC18
  - running as fast as possible, 365
  - stepping through line by line, 205
  - variables, 97–98
  - versions of Excel, BC20
- Code Colors option (VBE), 52–53
- Code window
  - for UserForms, 258
  - in VBE, 38–39, 42–44
- collections
  - defined, 19, 58
  - loops, 158–160
  - methods, 64
  - properties, 63
- Color property, 125
- colors
  - Color property, 125
  - controls (UserForms), 271
  - converting, BC3–BC4, BC6–BC7
  - decimal color values, BC1–BC5
  - grayscale, BC5–BC8
  - objects, 125
  - predefined constants, BC1
  - RGB color system, BC1–BC2, BC8–BC9
  - specifying, BC1
  - ThemeColor property, BC12
  - themes, BC10–BC15
  - TintAndShade property, 125, BC12–BC13
- Column property (Range object), 121–122
- columns
  - decreasing the number of, 364
  - increasing the number of, 364
  - Range objects, 119
- ComboBox control, 256, 274–275
- CommandBars object, 250–251, 313, 321–325
- CommandButton control, 257, 275–276
- comments
  - apostrophe ('), 95–96
  - bugs, 208
  - converting statements into comments, 96
  - defined, 95
  - effective use of, 97
  - inserting, 95–96
- compile errors, 97
- computer viruses, 5–6
- concatenation, 110
- Const statement, 105
- constants
  - built-in constants, 106–107
  - Const statement, 105
  - declaring, 105
  - MsgBox function, 238–239
  - predefined constants for colors, BC1
  - scoping, 106
  - values, 105–107
- contracting projects, 40
- controls (CommandBars), 323–325
- controls (UserForms)
  - Accelerator property, 271
  - adding, 254, 256–257, 261–263, 269–270
  - aligning, 284–285
  - AutoSize property, 271
  - BackColor property, 271
  - BackStyle property, 271
  - Caption property, 272
  - changing properties, 257–258, 270–272
  - CheckBox, 256
  - CheckBox control, 274
  - colors, 271
  - ComboBox, 256
  - ComboBox control, 274–275
  - CommandButton, 257, 275–276
  - Frame, 256
  - Frame control, 276
  - help, 273

- controls (UserForms) *(continued)*
    - hiding, 284
    - Image, 257, 276–277
    - images, 272
    - Label, 256, 277
    - Left and Top property, 272
    - ListBox, 256, 278–279
    - ListBox control, 296–301
    - moving, 284
    - MultiPage, 257, 279
    - Name property, 272
    - naming, 259–260, 272
    - OptionButton, 256, 279–280
    - OptionButton control, 302–303
    - Picture property, 272
    - positioning, 270
    - properties, 257–258, 270–272
    - RefEdit, 257
    - RefEdit control, 280–281, 301–302
    - resizing, 284
    - ScrollBar, 257, 281
    - sizing, 270
    - spacing, 284–285
    - SpinButton, 257, 282
    - SpinButton control, 303–305
    - TabStrip, 257, 282
    - TextBox, 256, 282–283
    - TextBox control, 303–305
    - ToggleButton, 256, 283
    - Value property, 272
    - Visible property, 272
    - Width and Height property, 272
  - conventions, explained, 4
  - converting
    - colors, BC3–BC4, BC6–BC7
    - statements into comments, 96
    - workbook files into an add-ins, 350
  - Copy method, 127
  - copy protection, 21
  - copying
    - code, 49
    - ranges, 127, 212–214
  - Cos function, 133
  - Count property (Range object), 121
  - counters, 99
  - creating
    - add-ins, 16, 349–353
    - applications, 16
    - buttons, 16
    - commands, 15
    - dialog boxes, 254–255, 260–263
    - functions, 16
    - macros, 25–27
    - message boxes, 236–237
    - UserForms, 254–255, 260–263, 290–292
    - VBA modules, 44
    - watch expressions, 206–207
    - worksheet functions, 333–335
  - Ctrl+Shift+↓ and Ctrl+Shift+→, 364–365
  - CurDir function, 133
  - Currency data type, 99
  - CurrentRegion property, 214
  - custom buttons, 16
  - custom commands, 15
  - custom dialog boxes. *See* dialog boxes
  - custom functions, 16, 138–139, 333–335
  - Custom UI Editor for Microsoft Office, 317–320
  - customizing
    - message boxes, 238–241
    - Ribbon, 24, 314–321
    - shortcut menus, 321–328
    - toolbars, 329–330
    - Visual Basic Editor (VBE), 49–54
  - cycling through windows, 43
- D •
- data backup procedure, BC20
  - data types
    - Boolean, 99
    - built-in, 99
    - Currency, 99
    - Date, 99, 108
    - defined, 98
    - Double (negative), 99
    - Double (positive), 99
    - identifying data type of a selected object, 132
    - Integer, 99
    - Long, 99
    - Object, 99
    - Single, 99
    - String, 99
    - User defined, 99
    - variables, 98–99, 230
    - Variant, 99
    - wrong data type bugs, 198

- data validation, 175–177, 295
- Date data type, 99, 108
- date, displaying, 130
- Date function, 130, 133
- DateAdd function, 133
- DateDiff function, 133
- DatePart function, 133
- DateSerial function, 133
- DateValue function, 133
- Day function, 133
- Deactivate event, 162–163, 170–174
- debugging
  - breakpoints, 202
  - Debug.Print statements, 201–202
  - defined, 198
  - Function procedures, 341
  - MsgBox function, 200–201
  - techniques, 199–202
  - VBA Debugger, 202–208
- Debug.Print statements, 201–202
- decimal color values, BC1–BC5
- DECIMAL2RGB function, BC3–BC4
- decision-making constructs. *See* program flow
- declarations in VBA modules, 44
- declaring
  - arrays, 112
  - constants, 105
  - variable data types, 230
  - variables, 98–105, BC17
- decreasing the number of rows/columns in a worksheet, 364
- Default to Full Module View option (VBE), 52
- Delete method, 128
- deleting. *See also* removing
  - ranges, 128
  - toolbars, 330
  - worksheets, 365
- descriptions
  - arguments, 347–348
  - functions, 346–347
  - macros, 26, 88
- Developer tab, 23–24
- dialog boxes. *See also* UserForms
  - accelerator keys, 285–286
  - adding controls, 254, 256–257, 261–263, 269–270
  - aesthetics, 287
  - aligning controls, 284–285
  - alternatives to, 235–236
  - changing control properties, 257–258, 270–272
  - charts, 310–311
  - checklist for creating, 311–312
  - Code window, 258
  - creating, 254–255, 260–263, 290, 292
  - data validation, 295
  - displaying, 259, 265, 292
  - displaying built-in dialog boxes, 250–251
  - event-handler procedures, 263–265, 294–295
  - example, 289–293, 295–296
  - hiding controls, 284
  - inserting, 255–256
  - keyboard users, 285
  - macros, 265–268, 292–293
  - moving controls, 284
  - naming controls, 259–260
  - positioning controls, 270
  - progress indicator, 305–308
  - resizing controls, 284
  - sizing controls, 270
  - spacing controls, 284–285
  - tab order, 285–286
  - tabbed, 308–310
  - testing, 287
  - when to use, 253–254
- Dim keyword, 102–104
- Dim statement, 102–104
- Dir function, 133
- disabling
  - macros, 5–6
  - shortcut menus, 328
  - warning prompts, 365
- disadvantages of VBA, 17
- displaying
  - date, 130
  - integer part of a number, 131
  - time, 130
  - UserForms, 250–251, 259, 265, 292
- distributing add-ins, 358
- division (/) operator, 110–111
- Docking tab (VBE), 54
- docking windows, 54
- document themes
  - colors, BC10–BC15
  - defined, BC10
  - downloading, BC10

- document themes (*continued*)
    - effects, BC10
    - fonts, BC10
    - mixing and matching elements, BC10
  - Double (negative) data type, 99
  - Double (positive) data type, 99
  - Do-Until loops, 142, 157–158
  - Do-While loops, 142, 156–157
  - Drag-and-Drop Text Editing option (VBE), 52
  - dynamic arrays, 113–114
- **E** ●
- editing
    - macros, 30
    - VBA modules, 18
  - Editor Format tab (VBE), 52–53
  - Editor tab (VBE), 50
  - effects (themes), BC10
  - efficiency of macro recorder, 90–92
  - Elseif structure, 146–147
  - embedded charts, 223–224
  - enabling macros, 5–6, BC19
  - End Function statement, 70
  - End statement, 105
  - End Sub statement, 70
  - entering
    - code into VBA modules, 44–49
    - worksheet functions, 138
  - EntireColumn property, 215
  - EntireRow property, 215
  - equal sign (=) operator, 109–110
  - eqv operator, 111
  - Erl function, 133
  - Err function, 133
  - Err object, 193–194
  - Error function, 133
  - error messages, 198–199
  - errors
    - bugs, 183
    - compile errors, 97
    - EnterSquareRoot procedure, 184–188
    - Err object, 193–194
    - On Error Resume Next statement, 192
    - On Error statement, 189–190, 192
    - Exit Function statement, 192
    - Exit Sub statement, 192
    - identifying, 193–194
    - ignoring, 192–193
    - intentional, 194–196
    - macros, 22
    - programming errors, 183
    - Resume statement, 190–192
    - run-time errors, 183
    - “subscript out of range” error, 364
  - event-handler procedures
    - programming, 164–167
    - UserForms, 263–265, 294–295
  - events
    - Activate, 64, 162–163, 170–174
    - AddinInstall, 162
    - AddinUninstall, 162
    - BeforeClose, 162, 169
    - BeforeDoubleClick, 163, 174
    - BeforePrint, 162
    - BeforeRightClick, 163, 174–175
    - BeforeSave, 162, 169–170
    - Calculate, 163
    - Change, 163, 175–177
    - Deactivate, 162–163, 170–174
    - defined, 64, 161–162
    - FollowHyperlink, 163
    - keypresses, 177, 180–181
    - macros, 163
    - NewSheet, 162
    - OnKey, 180–181
    - OnTime, 178–180
    - Open, 162, 167–168
    - SelectionChange, 163
    - SheetActivate, 162
    - SheetBeforeDoubleClick, 162
    - SheetBeforeRightClick, 162
    - SheetCalculate, 162
    - SheetChange, 162
    - SheetDeactivate, 162
    - SheetFollowHyperlink, 162
    - SheetSelectionChange, 162
    - time, 177–180
    - WindowActivate, 162
    - WindowDeactivate, 162
    - WindowResize, 162
    - workbooks, 162
    - worksheets, 163
  - Excel
    - changing settings, 220–222
    - considering other options, BC19

- Office Compatibility Pack, 22
  - versions, 20–22, 198, BC20
  - worksheet functions, 135–139
  - Excel 2007 Power Programming with VBA* (Walkenbach), 370
  - Excel 2010 Bible* (Walkenbach), 2
  - Excel 2010 For Dummies* (Harvey), 2
  - Excel 2010 For Dummies Quick Reference* (Walkenbach and Banfield), 2
  - Excel 2010 Power Programming with VBA* (Walkenbach), 370
  - Excel object model, 55
  - Excel programming
    - benefits of learning, 3
    - code, 4
    - defined, 2
    - line continuation character sequence, 4–5
    - sample files, 8
    - viruses, 5–6
  - ExecuteMso method, 250–251
  - executing
    - Function procedures, 70, 78–80
    - Sub procedures, 70–78
  - Exit Function statement, 192
  - Exit Sub statement, 192
  - Exp function, 133
  - expanding projects, 40
  - experimentation, BC19
  - exponentiation (^) operator, 110–111
  - exporting objects, 42
  - expressions
    - defined, 109
    - functions, 109
    - line continuation character, 109
    - watch expressions, 206–207
  - extreme-case bugs, 197
- F ●**
- FileDialog object, 249
  - FileLen function, 131–132, 134
  - filenames, hard coding, 131
  - files
    - determining a file size, 131
    - sample files, 8
    - selecting multiple files, 247–248
  - finding
    - maximum value in a range, 136
    - string length, 130–131
  - Fix function, 131, 134
  - fixed-length strings, 107–108
  - folders
    - getting a folder name, 249
    - trusted locations, 32
  - FollowHyperlink event, 163
  - Font option (VBE), 53
  - Font property (Range object), 123
  - fonts (themes), BC10
  - forcing Break mode, 204
  - Format function, 134
  - formatting charts, 225–226
  - Forms node, 41
  - Formula property (Range object), 124
  - For-Next loops, 142, 152–156
  - Frame control, 256, 276
  - fully qualified reference, 59
  - Function procedures
    - bugs, 209
    - calling from a Sub procedure, 79
    - debugging, 341
    - defined, 18, 69–70
    - End Function statement, 70
    - executing, 70, 78–80
    - Function keyword, 70
    - naming, 71
    - recording, 70
    - reserved words, 98
    - VBA modules, 44
  - functions (VBA)
    - Abs, 133
    - arguments, 335–336
    - Array, 133
    - arrays, 343–345
    - Asc, 133
    - Atn, 133
    - built-in, 130–135
    - Choose, 133
    - Chr, 133
    - Cos, 133
    - creating, 16
    - CurDir, 133
    - custom, 16, 138–139, 333
    - Date, 130, 133
    - DateAdd, 133
    - DateDiff, 133
    - DatePart, 133
    - DateSerial, 133
    - DateValue, 133

functions (VBA) *(continued)*

- Day, 133
- defined, 129, 334
- Dir, 133
- Erl, 133
- Err, 133
- Error, 133
- Exp, 133
- expressions, 109
- FileLen, 131–132, 134
- Fix, 131, 134
- Format, 134
- GetSetting, 134
- Hex, 134
- Hour, 134
- InputBox, 132, 134, 218, 241–244
- InStr, 134
- Int, 131, 134
- IPmt, 134
- IsArray, 134
- IsDate, 134
- IsEmpty, 134
- IsError, 134
- IsMissing, 134
- IsNull, 134
- IsNumeric, 134
- IsObject, 134
- LBound, 134
- LCASE, 134
- Left, 134
- Len, 130–131, 134
- Log, 134
- lookup, 137–138
- LTrim, 134
- Mid, 134
- MIN, 136
- Minute, 134
- Month, 134
- MsgBox, 132, 134, 200–201, 236–241
- MultiplyTwo, 138–139
- Now, 134
- Replace, 135
- Right, 135
- Rnd, 135
- RTrim, 135
- Second, 135
- Sgn, 135

- Shell, 132, 135
- Sin, 135
- Space, 135
- Split, 135
- Sqr, 135
- Str, 135
- StrComp, 135
- String, 135
- Tan, 135
- Time, 135
- Timer, 135
- TimeSerial, 135
- TimeValue, 135
- Trim, 135
- TypeName, 132, 135
- UBound, 135
- UCASE, 135, 253
- User Defined Function (UDF), 138
- Val, 135
- VarType, 135
- Weekday, 135
- Year, 135

## functions (worksheet)

- add-ins, 350
- arguments, 335–343
- creating, 333–335
- custom, 333–335
- DECIMAL2RGB, BC3–BC4
- descriptions, 346–347
- entering, 138
- examples, 336–341
- LARGE, 136
- MAX, 136
- PMT, 137
- RGB, 125, 134, BC2
- RGB2DECIMAL, BC3–BC4
- VLOOKUP, 137–138
- WorksheetFunction object, 139



- General tab (VBE), 53–54
- GetOpenFilename method, 244–248
- GetSaveAsFilename method, 248–249
- GetSetting function, 134
- getting a folder name, 249
- global variables, 104–105

Google, 369  
 GoTo statement, 142–143  
 grayscale, BC5–BC8  
 grid lines, 270  
 GUI (Graphical User Interface), 255

## • H •

hard coding filenames, 131  
 Harvey, Greg, *Excel 2010 For Dummies*, 2  
 HasFormula property (Range object),  
 122–123  
 help  
   controls (UserForms), 273  
   VBA Help System, 65, 367  
 Hex function, 134  
 hiding  
   controls (UserForms), 284  
   windows, 43–44  
 hierarchy of objects, 18–19, 56–57  
 hot keys, 263, 285–286  
 Hour function, 134

## • I •

icons, explained, 8  
 identifying  
   bugs, 198–199  
   data type of a selected object, 132  
   errors, 193–194  
 If-Then structure, 142–148  
 If-Then-Else structure, 144–145  
 ignoring errors, 192–193  
 Image control, 257, 276–277  
 images for UserForm controls, 272  
 Immediate window (VBE), 38–39, 204–205  
 imp operator, 111  
 importing objects, 42  
 incorrect context bugs, 197  
 increasing number of rows/columns in a  
   worksheet, 364  
 indenting code, 52, 208  
 InputBox function, 132, 134, 218, 241–244  
 Insert Function dialog box, 345–348  
 inserting. *See also* adding  
   comments, 95–96  
   text, 15

UserForms, 255–256  
   worksheet functions into a VBA  
     module, 138  
 InStr function, 134  
 Int function, 131, 134  
 Integer data type, 99  
 integer division (\) operator, 110  
 integer part of a number, displaying, 131  
 intentional errors, 194–196  
 Interior property (Range object), 123–124  
 Internet newsgroups, 368  
 IPmt function, 134  
 IsAddin property, 349  
 IsDate function, 134  
 IsEmpty function, 134  
 IsError function, 134  
 IsMissing function, 134  
 IsNull function, 134  
 IsNumeric function, 134  
 IsObject function, 134

## • K •

key combinations, 4  
 keyboard users and dialog boxes, 285  
 keypresses, 177, 180–181  
 keywords  
   Dim, 102–104  
   Function, 70  
   Public, 104  
   Range, 115–117  
   Stop, 204  
   Sub, 70

## • L •

Label control, 256, 277  
 labels, 113  
 LARGE worksheet function, 136  
 LBound function, 134  
 LCase function, 134  
 Left and Top property, 272  
 Left function, 134  
 Len function, 130–131, 134  
 life of variables, 105  
 line continuation character, 109

- line continuation character sequence, 4–5, 365
- line numbers in code, 113
- list, returning, 344–345
- ListBox control, 256, 278–279, 296–301
- listing shortcut menus, 321–322
- loading add-ins, 351
- Locals window (VBE), 207–208
- Log function, 134
- logic flaws in code, 197
- logical operators, 111
- Long data type, 99
- lookup functions, 137–138
- loop counters, 99
- loops
  - collections, 158–160
  - defined, 151–152
  - Do-Until loops, 142, 157–158
  - Do-While loops, 142, 156–157
  - For-Next loops, 142, 152, 154–156
  - ranges, 216–218
  - speed of, 146
- LTrim function, 134

## • M •

- macro recorder
  - absolute mode, 84–85
  - efficiency, 90–92
  - Function procedures, 70
  - limitations of, 83–84
  - preparation for using, 25, 84
  - recording options, 88–89
  - relative mode, 85–86
  - step-by-step directions, 26–27, 82–83
  - Sub procedures, 70
  - VBA modules, 47–48
  - what gets recorded, 87–88
- macros
  - assigning to a button, 76–77
  - charts, 222–223
  - creating, 25–27
  - Ctrl+Shift+↓, 364–365
  - defined, 14
  - description, 26
  - descriptions, 88
  - disabling, 5–6
  - editing, 30
  - enabling, 5–6, BC19

- errors, 22
- events, 163
- NameAndTime macro, 25–33
- naming, 26, 88
- Quick Access toolbar, 266
- recording, 26–27, 30, 47–48, 81–92, 363
- saving, 30–31
- security, 31–32
- shortcut keys, 26, 75–76, 88
- storing, 26–27, 88
- testing, 27, 267–268
- UserForms, 265–268, 292–293
- viewing, 27–29
- Margin Indicator Bar option (VBE), 53
- MAX worksheet function, 136
- maximizing windows, 42–43
- memory, 105
- menu bar in Visual Basic Editor (VBE), 38
- message boxes
  - creating, 236–237
  - customizing, 238–241
  - displaying the value of two variables, 200–201
  - multiline messages, 365
  - responses, 237–238
- methods
  - Auto List Members, 66–67
  - Clear method, 128
  - collections, 64
  - Copy method, 127
  - defined, 20, 60–61, 63–64
  - Delete, 128
  - ExecuteMso, 250–251
  - GetOpenFilename, 244–248
  - GetSaveAsFilename, 248–249
  - Paste method, 127
  - Range object, 126
  - Range objects, 127–128
  - Select method, 126–127
  - specifying, 20
  - VBA Help System, 65
- Microsoft Developer Network site (MSDN), 368
- Microsoft Excel
  - changing settings, 220–222
  - considering other options, BC19
  - Office Compatibility Pack, 22
  - versions, 20–22, 198, BC20
  - worksheet functions, 135–139

*Microsoft Excel 2010 Power Programming with VBA* (Walkenbach), 2  
 Microsoft Excel Objects node, 40  
 Microsoft Product Support, 367–368  
 Mid function, 134  
 MIN worksheet function, 136  
 minimizing windows, 42–44  
 Minute function, 134  
 mixing and matching document theme elements, BC10  
 modifying  
   add-ins, 359  
   chart type, 224  
 modular code, BC18  
 module-only variables, 103–104  
 modules. *See* VBA modules  
 Modules node, 41  
 modulo arithmetic (mod) operator, 110  
 Month function, 134  
 mortgage payment, calculating, 137  
 moving  
   controls (UserForms), 284  
   ranges, 215  
 MSDN (Microsoft Developer Network site), 368  
 MsgBox function, 132, 134, 200–201, 236–241  
 multidimensional arrays, 113  
 multiline messages, 365  
 MultiPage control, 257, 279  
 multiplication (\*) operator, 110–111  
 MultiplyTwo custom function, 138–139  
 MultiSelect property, 299–300

## • N •

#NAME formula, 363  
 Name property, 272  
 NameAndTime macro  
   creating, 25–27  
   description, 26  
   editing, 30  
   features, 25–33  
   naming, 26  
   recording, 26–27, 30  
   saving, 30–31  
   security, 31–32  
   shortcut key, 26  
   storing, 26–27

  testing, 27  
   viewing, 27–29  
 naming  
   controls (UserForms), 259–260, 272  
   Function procedures, 71  
   macros, 26, 88  
   Sub procedures, 71  
   variables, 97–98  
 newsgroups, 368  
 NewSheet event, 162  
 nodes (projects)  
   defined, 40  
   Forms node, 41  
   Microsoft Excel Objects node, 40  
   Modules node, 41  
 non-Boolean settings, 221–222  
 noncontiguous ranges, 116–117  
 not operator, 111  
 Now function, 134  
 NumberFormat property (Range object), 126

## • O •

Object Browser, 66  
 Object data type, 99  
 Object Model Map, 57  
 object-oriented programming (OOP), 55  
 objects. *See also objects by name*  
   active, 19  
   collections, 19, 58  
   colors, 125  
   defined, 18, 55–56  
   events, 64  
   exporting, 42  
   expressions, 109–110  
   hierarchy, 18–19, 56–57  
   identifying type of a selected object, 132  
   importing, 42  
   methods, 20, 60–61, 63–64  
   navigating through the hierarchy, 59  
   Object Browser, 66  
   Object Model Map, 57  
   properties, 19, 60–63  
   references, 19, 58–60, 229–230  
   VBA Help System, 65  
 Office Compatibility Pack, 22  
 Offset property, 118–119  
 On Error Resume Next statement, 192–193, 208

- On Error statement, 189–190, 192
  - OnKey event, 180–181
  - OnTime event, 178–180
  - OOP (object-oriented programming), 55
  - Open event, 162, 167–168
  - opening add-ins, 351–352
  - (integer division) operator, 110
  - operators
    - and, 111
    - addition (+), 110–111
    - division (/), 110–111
    - equal sign (=) operator, 109–110
    - eqv, 111
    - exponentiation (^), 110–111
    - imp, 111
    - integer division (\), 110
    - logical, 111
    - modulo arithmetic (mod), 110
    - multiplication (\*), 110–111
    - not, 111
    - or, 111
    - precedence order, 111
    - string concatenation (&), 110
    - subtraction (-), 110–111
    - using parentheses to change precedence order, 111
    - XoR, 111
  - Option Explicit statement, 100–101, 208
  - OptionButton control, 256, 279–280, 302–303
  - or operator, 111
  - organizing VBA modules, 44
- *p* ●
- parentheses, using to change operator precedence order, 111
  - passwords
    - protecting code, 364, BC17–BC18
    - security, BC17–BC18
  - Paste method, 127
  - pasting ranges, 127
  - Picture property, 272
  - PMT worksheet function, 137
  - positioning controls in UserForms, 270
  - Power Utility Pak, 349
  - precedence order for operators, 111
  - predefined constants for colors, BC1
  - Procedure Separator option (VBE), 52
  - procedure-only variables, 102–103
  - procedures. *See* event-handler procedures; Function procedures; Sub procedures
  - product activation, 21
  - program bugs. *See* bugs
  - program flow
    - described, 141
    - Do-Until loops, 142, 157–158
    - Do-While loops, 142, 156–157
    - Elself structure, 146–147
    - For-Next loops, 142, 152–156
    - GoTo statement, 142–143
    - If-Then structure, 142–148
    - If-Then-Else structure, 144–145
    - Select Case structure, 142, 148–151
    - With-End With structure, 231
  - programming
    - benefits of learning, 3
    - code, 4
    - defined, 2
    - experimentation, BC19
    - line continuation character sequence, 4–5
    - sample files, 8
    - structured programming, 143
    - viruses, 5–6
  - programming errors, 183
  - programs, defined, 14
  - progress indicator, 305–308
  - Project window (VBE), 28, 38–42
  - projects
    - adding a VBA module, 41
    - contracting, 40
    - defined, 40
    - expanding, 40
    - nodes, 40–41
    - removing a VBA module, 41–42
  - properties. *See also properties by name*
    - Auto List Members, 66–67
    - changing, 62–63
    - charts, 225
    - collections, 63
    - controls (UserForms), 257–258, 270
    - defined, 19, 60–62
    - Range objects, 119–126
    - references, 19
    - ThemeColor property, 125
    - VBA Help System, 65
    - viewing, 62–63
  - Properties window (VBE), 38

protecting  
 code, 364, BC17–BC18  
 data validation rules, 177  
 Public keyword, 104  
 Public statement, 104  
 public variables, 104–105  
 purging variables from memory, 105

## • Q •

Quick Access toolbar, 266, 320

## • R •

Range keyword, 115–117  
 Range objects. *See also* ranges  
 Address property, 122  
 Cells property, 117–118  
 Color property, 125  
 Column property, 121–122  
 columns, 119  
 Count property, 121  
 CurrentRegion property, 214  
 defined, 115  
 EntireColumn property, 215  
 EntireRow property, 215  
 Font property, 123  
 Formula property, 124  
 HasFormula property, 122–123  
 Interior property, 123–124  
 methods, 126–128  
 noncontiguous ranges, 116–117  
 NumberFormat property, 126  
 Offset property, 118–119  
 properties, 119–126  
 read-only properties, 119  
 references, 115–119  
 Row property, 121–122  
 rows, 119  
 selecting, 211  
 SpecialCells method, 216–217  
 Text property, 121  
 ThemeColor property, 125  
 Value property, 120  
 ranges. *See also* Range objects  
 arguments, 339–340  
 clearing, 128  
 copying, 127, 212–214  
 deleting, 128

determining selection type, 219  
 loops, 216–218  
 maximum value in a range, 136  
 moving, 215  
 multiple ranges, 219–220  
 named ranges, 212  
 pasting, 127  
 prompting for a cell value, 218–219  
 selecting, 126–127, 211–212, 214–215,  
 219–220  
 variable-sized ranges, 213–214  
 rearranging windows, 43  
 recording macros  
 absolute mode, 84–85  
 efficiency, 90–92  
 Function procedures, 70  
 macro recorder, 26–27, 30, 47–48,  
 81–92, 363  
 preparation, 25, 84  
 recording options, 88–89  
 relative mode, 85–86  
 step-by-step directions, 26–27, 82–83  
 Sub procedures, 70  
 VBA modules, 47–48  
 what gets recorded, 87–88  
 ReDim statement, 113–114  
 Redo button (VBE), 45–46  
 RefEdit control, 257, 280–281, 301–302  
 references  
 fully qualified reference, 59  
 to object properties, 19  
 to objects, 19, 58–60, 229–230  
 to Range objects, 115–119  
 relative mode (macro recorder), 85–86  
 removing. *See also* deleting  
 breakpoints, 203  
 toolbars, 330  
 VBA module from a project, 41–42  
 repetitive operations, automating, 15  
 Replace function, 135  
 Require Variable Declaration  
 option (VBE), 50  
 reserved words  
 Function procedures, 98  
 Sub procedures, 98  
 variables, 98  
 resizing  
 controls (UserForms), 284  
 windows, 43

- Resume statement, 190–192
  - returning a sorted list, 344–345
  - RGB color system, BC1–BC2, BC8–BC9
  - RGB function, 125, 134, BC2
  - RGB2DECIMAL function, BC3–BC4
  - Ribbon
    - adding buttons, 16
    - add-ins, 352
    - customizing, 24, 314–321
    - Developer tab, 23–24
  - Right function, 135
  - Rnd function, 135
  - routines, defined, 45
  - Row property (Range object), 121–122
  - rows
    - decreasing the number of rows, 364
    - increasing the number of rows, 364
    - Range objects, 119
  - RTrim function, 135
  - running
    - code as fast as possible, 365
    - Visual Basic Editor (VBE), 37
  - run-time errors, 183
- S •**
- sample files, 8
  - saving macros, 30–31
  - scoping
    - constants, 106
    - variables, 99–105
  - screen updating, 227–228
  - ScrollBar control, 257, 281
  - Second function, 135
  - security
    - macros, 31–32
    - passwords, BC17–BC18
    - settings, 5
    - Trust Center, 5
    - trusted locations, 32
  - security updates, 198
  - security warning, 32
  - Select Case structure, 142, 148–151
  - Select method, 126–127
  - selecting
    - charts, 226
    - multiple files, 247–248
    - Range objects, 211
    - ranges, 126–127, 211–212, 214–215, 219–220
    - SelectionChange event, 163
    - separator bars, 52
    - setting breakpoints in code, 202–203
    - settings. *See also* properties
      - Boolean settings, 221
      - changing, 220–222
      - non-Boolean settings, 221–222
      - security, 5
    - Sgn function, 135
    - shareware, 349
    - SheetActivate event, 162
    - SheetBefore DoubleClick event, 162
    - SheetBefore RightClick event, 162
    - SheetCalculate event, 162
    - SheetChange event, 162
    - SheetDeactivate event, 162
    - SheetFollowHyperlink event, 162
    - SheetSelectionChange event, 162
    - Shell function, 132, 135
    - shortcut keys for macros, 26, 75–76, 88
    - shortcut menus
      - Cell shortcut menu, 326–328
      - CommandBars object, 321–325
      - customizing, 321–328
      - disabling, 328
      - examples, 326–327
      - listing, 321–322
      - Visual Basic Editor (VBE), 39
    - Sin function, 135
    - Single data type, 99
    - Size option (VBE), 53
    - sizing controls (UserForms), 270
    - Solver, 349
    - sorted list, returning, 344–345
    - Space function, 135
    - spacing controls (UserForms), 284–285
    - SpecialCells method, 216–217
    - specifying
      - colors, BC1
      - methods, 20
    - speed of loops, 146
    - speed tips, 227–229, 231
    - SpinButton control, 257, 282, 303–305
    - Split function, 135

Spreadsheet Page, The, Web site, 369  
 Sqr function, 135  
 statements  
   assignment statements, 109–110  
   converting into comments, 96  
   defined, 45  
 static variables, 104–105  
 stepping through code, 205  
 Stop keyword, 204  
 storing macros, 26–27, 88  
 Str function, 135  
 StrComp function, 135  
 string concatenation (&) operator, 110  
 String data type, 99  
 String function, 135  
 strings  
   concatenation, 110  
   defined, 107  
   fixed-length, 107–108  
   string length, finding, 130–131  
   variable-length, 107  
 structured programming, 143  
 Sub procedures  
   bugs, 209  
   calling a Function procedure, 79  
   defined, 18, 69–70  
   End Sub statement, 70  
   executing, 70–78  
   naming, 71  
   recording, 70  
   reserved words, 98  
   Sub keyword, 70  
   VBA modules, 44  
 “subscript out of range” error, 364  
 subtraction (-) operator, 110–111  
 switching among windows, 43  
 syntax errors, 198  
 system date or time, displaying, 130

## • T •

tab order for dialog boxes, 285–286  
 tabbed dialog boxes, 308–310  
 TabStrip control, 257, 282  
 Tan function, 135  
 tasks, automating, 15

testing  
   macros, 27, 267–268  
   UserForms, 287, 293  
 text  
   inserting, 15  
   strings, 107  
 Text property (Range object), 121  
 TextBox control, 256, 282–283, 303–305  
 theme colors, 125  
 ThemeColor property (Range object),  
   125, BC12  
 themes  
   colors, BC10–BC15  
   defined, BC10  
   downloading, BC10  
   effects, BC10  
   fonts, BC10  
   mixing and matching elements, BC10  
 third-party suppliers of add-ins, 349  
 time, displaying, 130  
 time events, 177–180  
 Time function, 135  
 Timer function, 135  
 TimeSerial function, 135  
 TimeValue function, 135  
 TintAndShade property, 125, BC12–BC13  
 ToggleButton control, 256, 283  
 toolbars  
   customizing, 329–330  
   deleting, 330  
   VBE, 38–39  
 Trim function, 135  
 Trust Center, 5  
 trusted locations, 32  
 turning on/off  
   alert messages, 228–229  
   automatic calculation, 228  
   grid lines, 270  
   screen updating, 227–228  
 TypeName function, 132, 135

## • U •

UBound function, 135  
 UCase function, 135, 253  
 UDF (User Defined Function), 138

- Undo button in VBE, 45–46
  - unloading add-ins, 351
  - User defined data type, 99
  - User Defined Function (UDF), 138
  - user groups, 370
  - UserForms. *See also* dialog boxes
    - accelerator keys, 285–286
    - adding controls, 254, 256–257, 261–263, 269–270
    - aesthetics, 287
    - aligning controls, 284–285
    - alternatives to, 235–236
    - changing control properties, 257–258, 270–272
    - charts, 310–311
    - checklist for creating, 311–312
    - Code window, 258
    - creating, 254–255, 260–263, 290–292
    - data validation, 295
    - displaying, 250–251, 259, 265, 292
    - event-handler procedures, 263–265, 294–295
    - example, 289–293, 295–296
    - hiding controls, 284
    - inserting, 255–256
    - keyboard users, 285
    - macros, 265–268, 292–293
    - moving controls, 284
    - naming controls, 259–260
    - positioning controls, 270
    - progress indicator, 305–308
    - resizing controls, 284
    - sizing controls, 270
    - spacing controls, 284–285
    - tab order, 285–286
    - tabbed, 308–310
    - testing, 287, 293
    - using information from, 259
    - when to use, 253–254
  - UserName property, 335
  - users, BC20
- U ●
- Val function, 135
  - validation rules, 175–177
  - Value property
    - controls (UserForms), 272
    - Range object, 120
    - values
      - assigning to variables, 20
      - constants, 105–107
      - decimal color values, BC1–BC5
      - finding maximum value in a range, 136
      - prompting for a cell value, 218–219
      - variables, 105
  - variable-length strings, 107
  - variables
    - arrays, 112–114
    - assigning values, 20
    - data types, 98–99, 230
    - declaring, 98–105, BC17
    - defined, 20, 97
    - Dim statement, 102–104
    - displaying the value of two variables, 200–201
    - End statement, 105
    - expressions, 109–110
    - global, 104–105
    - life of, 105
    - module-only, 103–104
    - naming, 97–98
    - Option Explicit statement, 100–101
    - procedure-only, 102–103
    - public, 104–105
    - Public statement, 104
    - purging from memory, 105
    - reserved words, 98
    - scoping, 99–105
    - static, 104–105
    - values, 105
  - variable-sized ranges, 213–214
  - Variant data type, 99
  - VarType function, 135
  - VBA (Visual Basic for Applications)
    - advantages, 17
    - benefits of learning, 3
    - code, 4
    - common uses, 14–16
    - defined, 13
    - disadvantages, 17
    - line continuation character sequence, 4–5, 365
    - sample files, 8
    - viruses, 5–6
  - VBA code. *See* code
  - VBA Debugger, 202–208
  - VBA functions. *See* functions (VBA)

- VBA Help System, 65, 367
  - VBA macro recorder. *See* macro recorder
  - VBA modules
    - adding to a project, 41
    - copying code, 49
    - creating, 44
    - declarations, 44
    - defined, 334
    - editing, 18
    - entering code, 44–49
    - Function procedures, 18, 44
    - inserting worksheet functions, 138
    - organizing, 44
    - removing from a project, 41–42
    - Sub procedures, 18, 44
    - viewing, 18
  - VBE (Visual Basic Editor). *See* Visual Basic Editor (VBE)
  - versions of Excel, 20–22, 198, BC20
  - viewing
    - macros, 27–29
    - properties, 62–63
    - VBA modules, 18
  - viruses, 5–6
  - Visible property, 272
  - Visual Basic Editor (VBE)
    - activating, 37
    - Auto Data Tips option, 51
    - Auto Indent option, 52
    - Auto List Members option, 51, 66–67
    - Auto Quick Info option, 51
    - Auto Syntax Check option, 50
    - Code Colors option, 52–53
    - Code window, 38–39, 42–44
    - customizing, 49–54
    - Default to Full Module View option, 52
    - Docking tab, 54
    - Drag-and-Drop Text Editing option, 52
    - Editor Format tab, 52–53
    - Editor tab, 50
    - Font option, 53
    - General tab, 53–54
    - Immediate window, 38–39, 204–205
    - Locals window, 207–208
    - Margin Indicator Bar option, 53
    - menu bar, 38
    - new features, 40
    - Procedure Separator option, 52
    - Project window, 28, 38–42
    - Properties window, 38
    - Redo button, 45–46
    - Require Variable Declaration option, 50
    - running, 37
    - shortcut menus, 39
    - Size option, 53
    - toolbars, 38–39
    - Undo button, 45–46
    - Watches window, 206–207
  - Visual Basic for Applications (VBA). *See* VBA (Visual Basic for Applications)
  - VLOOKUP worksheet function, 137–138
- *W* ●
- Walkenbach, John
    - Excel 2007 Power Programming with VBA*, 370
    - Excel 2010 Bible*, 2
    - Excel 2010 For Dummies Quick Reference*, 2
    - Excel 2010 Power Programming with VBA*, 370
    - Microsoft Excel 2010 Power Programming with VBA*, 2
  - warnings
    - disabling warning prompts, 365
    - security warning, 32
  - watch expressions, 206–207
  - Watches window (VBE), 206–207
  - Web sites
    - Microsoft Developer Network site (MSDN), 368
    - Microsoft Product Support, 367–368
    - Spreadsheet Page, The, 369
  - Weekday function, 135
  - Width and Height property, 272
  - WindowActivate event, 162
  - WindowDeactivate event, 162
  - WindowResize event, 162
  - windows
    - arranging, 43
    - closing, 44
    - cycling through windows, 43
    - docking, 54
    - hiding, 43–44
    - maximizing, 42–43
    - minimizing, 42–44

windows (*continued*)

rearranging, 43

resizing, 43

switching among windows, 43

With-End With structure, 231

workbooks

converting workbook files into

an add-ins, 350

events, 162

WorkRange object, 218

worksheet functions. *See* functions

(worksheet)

WorksheetFunction object, 136–139

worksheets

deleting, 365

events, 163

wrong data type bugs, 198

wrong version bugs, 198



XLAM file extension, 350

XoR operator, 111



Year function, 135