

INDEX

Symbols

- + (addition) operator, 55
- = (assignment) operator, 54
- & (concatenation) operator, 56
- / (division) operator, 55
- = (equal to) operator, 57
- ^ (exponentiation) operator, 55
- >= (greater than or equal to) operator, 57
- > (greater than) operator, 57
- \ (integer division) operator, 55
- <= (less than or equal to) operator, 57
- < (less than) operator, 57
- * (multiplication) operator, 55
- (negation) operator, 55
- <> (not equal) operator, 57
- . (period), 40
- + (plus sign), 47
- (subtraction) operator, 55
- _ (underscore), 66

A

- A1 cells, selecting on all worksheets, 158-159**
- Abs function, 61, 365**
- Accelerator property (controls), 246, 249**
- Access databases**
 - connections, opening, 191
 - data sources, creating, 191-192
 - object models, choosing, 190-191
 - overview, 189
 - records
 - adding, 205-206
 - deleting, 207-208
 - editing, 203-205
 - finding, 202-203
 - navigating, 199-201
 - recordsets
 - accessing recordset data, 198-199
 - exporting from Access to Excel, 210-212
 - opening with Open method, 194-196
 - opening with SELECT statement, 196-198
 - opening with tables, 193-194
 - overview, 192-193
 - references, creating, 190-191
 - retrieving data into Excel individual field values, 208
 - recordsets, 210-212
 - rows, 208-210
- accessing recordset data, 198-199**
- Activate method, 88, 152**
- activating windows, 88**
- active items, 74**
- ActiveConnection property (Recordset object), 195**
- ActiveDocument object, 116**
- ActivePresentation object, 166**
- ActiveWindow object, 88**
- ActiveWorkbook object, 146**
- ActiveX Data Objects (ADO), 189-190**
- Add method**
 - Documents collection, 118
 - Names collection, 162
 - Presentations collection, 166
 - Recipients object, 226
 - Slides collection, 171
 - Workbooks collection, 147
 - Worksheets collection, 151

- Add Procedure dialog box, 20
- Add Watch command (Debug menu), 345
- Add Watch dialog box, 345
- AddComment method, 176
- AddConnector method, 176
- AddCurve method, 176
- AddingARecord procedure, 205-206
- AddItem method, 253
- addition operator (+), 55
- AddJugglingSlides procedure, 173-174
- AddLabel method, 176
- AddLine method, 176
- AddMediaObject method, 177
- AddNew method, 205-206
- AddPicture method, 177
- AddPolyline method, 177
- Address property
 - Range object, 163
 - Recipient object, 226
- AddShape method, 177
- AddTextEffect method, 177
- AddTitle method, 178
- ADO (ActiveX Data Objects), 189-190
- AdvanceMode property (SlideShowSettings object), 187
- AdvanceOnClick property (SlideShowTransition object), 186
- AdvanceOnTime property (SlideShowTransition object), 186
- AdvanceTime property (SlideShowTransition object), 186
- ampersand (&), 56
- And operator, 95
- AnimationSettings property (Shape object), 178
- AppActivate statement, 356
- Appearance properties (forms), 239
- Application_ItemSend procedure, 219
- Application object, 73, 81, 139
 - methods
 - Calculate, 140
 - CalculateFull, 140
 - CheckSpelling, 87
 - CreateItem, 225
 - Evaluate, 140-141
 - OnKey, 142-143
 - OnRepeat, 145-146
 - OnTime, 144
 - OnUndo, 145-146
 - Wait, 141
 - properties
 - Caption, 82
 - Dialogs, 83-87
 - Height, 83
 - Left, 83
 - ScreenUpdating, 319
 - StatusBar, 82
 - Top, 83
 - UsableHeight, 83
 - UsableWidth, 83
 - Width, 83
 - WindowState, 83
 - WorksheetFunction, 139-140
- Application_Quit procedure, 218
- Application_Reminder procedure, 227-228
- application settings
 - deleting from Registry, 307
 - reading from Registry, 306-307
 - reading section settings, 309
 - storing in Registry, 305-306
- Application_Startup procedure, 218
- application window properties, 82-83
- Apply method, 181
- ApplyTemplate method, 167
- arguments, named, 76
- arithmetic operators, 55
- Array function, 366
- arrays
 - Array function, 366
 - declaring, 41
 - definition of, 40
 - dynamic arrays, 41-43
 - finding lower/upper bounds of, 41-43
 - multidimensional arrays, 44
 - one-dimensional arrays, 44
- As keyword, 38
- Asc function, 64, 368
- AscB function, 368
- AscW function, 368
- assigning
 - objects to variables, 79-80
 - shortcut keys
 - to Excel macros, 10-11
 - to Word macros, 9-10
- assignment operator (=), 54
- asterisk (*), 55
- Atn function, 61, 365

Attachment object, 229
 attachments (email)
 adding to messages, 230-231
 Attachment objects, 229
 removing from forwarded messages, 229-230

Auto Syntax Check, 351
 AutoShapeType property (Shape object), 179
 AutoSize property (controls), 246

B

BackColor property (forms), 239
 Background property (Slide object), 172
 backing up Word documents, 122-124
 backslash (\), 55
 BackStyle property (controls), 246
 BackUpToDrive procedure, 328-329
 BAS (Basic) file format, 300
 BCC property (MailItem object), 220
 Beep statement, 356
 Behavior properties (forms), 239-240
 BigNumbers procedure, 105-106
 Body property (MailItem object), 220
 BodyFormat property (MailItem object), 220
 BOF property (Recordset object), 200

Bold property (Range object), 126
 BoldAndItalic procedure, 145
 bookmarks, navigating recordsets with, 201
 Boolean data type, 37
 BorderColor property (forms), 239
 BorderStyle property (forms), 239
 break mode
 entering, 340-342
 at beginning of procedure, 340
 from error dialog boxes, 340
 with Esc key, 341
 with Stop statement, 342
 exiting, 342
 overview, 339-340
 breakpoints, setting, 341
 btnChooseAnotherStyle_OnAction procedure, 287
 btnCloseWindow_GetEnabled procedure, 297
 btnCloseWindow_OnAction procedure, 296
 btnPromptToSave_Changes_OnAction procedure, 279
 btnRefreshList_OnAction procedure, 295-297
 bugs. *See* debugging procedures
 buttons
 command buttons, 249
 creating, 277
 option buttons, 250-251
 split buttons, 280-281
 toggle buttons, 282-283

Buttons parameter (MsgBox function), 46-48
 ButtonTest procedure, 48
 ButtonTest2 procedure, 49
 Byte data type, 36

C

Calculate method, 140, 152
 CalculateAge function, 70
 CalculateFull method, 140
 Call statement, 356
 callbacks, 267
 CallByName function, 366
 calling user-defined functions, 26
 camel-style naming convention, 34
 Cancel property (CommandButton object), 249
 Caption property
 Application object, 82
 CommandButton object, 249
 controls, 247
 forms, 239
 captions of title bars, changing, 82
 caret (^), 55
 Case property (Range object), 126
 CBool function, 362
 cbWindows_GetItemCount procedure, 292-293
 cbWindows_GetItemID procedure, 292
 cbWindows_GetItemLabel procedure, 293

- cbWindows_OnChange procedure, 296-297**
- CByte function, 362**
- CC property (MailItem object), 221**
- CCur function, 362**
- CDate function, 69, 362**
- CDBl function, 362**
- CDec function, 362**
- cells (Excel)**
 - returning, 154
 - selecting
 - selecting A1 on all worksheets, 158-159
 - selecting home cell on all worksheets, 159-160
 - selecting named range that contains active cell, 160-161
- Cells method, 154**
- certified signing authorities, 304**
- changing**
 - control values, 295-297
 - data types, 39
 - default drive, 315
 - default folder, 315
- ChDir statement, 315, 356**
- ChDrive statement, 315, 356**
- check boxes**
 - checkBox element (XML), 281-282
 - CheckBox object, 251
- checking spelling, 75, 87**
- CheckSpelling method, 75, 87**
- chkToggleProofingErrors_OnAction procedure, 282**
- Choose function, 102-103, 366**
- Chr function, 64, 368**
- Chr\$ function, 64, 368**
- ChrB function, 368**
- ChrW function, 368**
- CInt function, 362**
- Clear All Breakpoints command (Debug menu), 342**
- Clear method**
 - Err object, 332
 - ListBox object, 253
- CLng function, 362**
- Close method, 76**
 - Document object, 121
 - MailItem object, 222
 - Presentation object, 167
 - Workbook object, 150
- Close statement, 356**
- CloseAllOpenDocuments macro, 121-122**
- closing**
 - Excel workbooks, 150
 - Word documents, 121-122
- Code command (View menu), 248**
- code continuation character (_), 66**
- Collapse method, 132**
- collapsing selection (Word), 132**
- collections. *See also* objects**
 - Documents
 - Add method, 118
 - Open method, 116
 - elements, 78
 - index values, 78
 - Names, 162
 - Presentations, 166
 - Slides
 - Add method, 171
 - InsertFromFile method, 172
 - Workbooks
 - Add method, 147
 - Open method, 146-147
 - Worksheets, 151
- ColorTester procedure, 101**
- Column property (Range object), 163**
- ColumnCount property (ListBox object), 252**
- ColumnHeads property (ListBox object), 252**
- columns (Excel), returning, 156**
- Columns method, 156**
- combo boxes**
 - comboBox element (XML), 288
 - ComboBox object, 252
- command buttons, 249**
- command macros. *See* macros**
- CommandButton object, 249**
- commands (menu)**
 - Debug menu
 - Add Watch, 345
 - Clear All Breakpoints, 342
 - Edit Watch, 346
 - Quick Watch, 347
 - Run To Cursor, 343
 - Step Into, 340, 343
 - Step Out, 343
 - Step Over, 343
 - Toggle Breakpoint, 341
 - Edit menu
 - Complete Word, 30
 - Copy, 245
 - Delete, 245
 - List Constants, 28
 - List Properties/Methods, 28

- Parameter Info, 29
- Select All, 243
- File menu
 - Export File, 300
 - Import File, 300
 - Remove, 301
- Format menu
 - Group, 245
 - Ungroup, 245
- Formulas menu, Insert
 - Function, 26
- Insert menu,
 - Procedure, 20
- Macros menu
 - Record Macro, 5, 7
 - Stop Recording, 7-8
- Tools menu, Digital
 - Signature, 305
- View menu
 - Code, 248
 - Immediate
 - Window, 348
 - Tab Order, 247
 - Watch Window, 344
- comments**
 - commenting out
 - statements, 351
 - definition of, 22
- comparison operators, 56-57, 80**
- compile errors, 338**
- Complete Word feature (IntelliSense), 30**
- ConcatenateStrings procedure, 157**
- concatenating strings, 157**
- concatenation operator (&), 56**
- configuring macro security**
 - macro security levels, 302-304
 - overview, 301
 - trusted locations, 301-302
- connections (database), opening, 191**
- Const statement, 45, 356**
- constants**
 - built-in constants, 44
 - creating, 45
 - definition of, 28, 44
 - listing, 28-29
 - user-defined constants, 45, 352
- control structures**
 - If...Then statement
 - And operator, 95
 - block syntax, 92
 - example, 92-93
 - Or operator, 95
 - single-line syntax, 92
 - If...Then...Else statement
 - example, 93-94
 - indenting for
 - readability, 94
 - multiple
 - If...Then...Else statements, 95-96
 - syntax, 93
 - indenting for
 - readability, 111
 - loops
 - Do...Loop, 105-106
 - exiting, 110
 - For Each...Next, 109
 - For...Next, 106-108
 - overview, 104-105
 - Select Case statement
 - FutureValue4()
 - example, 98
 - LetterGrade()
 - example, 98-99
 - syntax, 97
 - VBAColor()
 - example, 99-101
- controlling order of precedence (operators), 58-60**
- controls**
 - buttons, 277
 - check boxes, 251
 - combo boxes, 252
 - command buttons, 249
 - copying, 244-245
 - deleting, 245
 - frames, 243, 250
 - grouping, 245
 - inserting on forms, 242-243
 - labels, 249
 - list boxes, 252-253
 - multipage controls, 257-258
 - option buttons, 250-251
 - overview, 242
 - properties
 - common properties, list of, 246-247
 - setting, 246
 - Ribbon controls
 - check boxes, 281-282
 - combo boxes, 288
 - common attributes, 276-277
 - dialog box
 - launchers, 289
 - drop-down lists, 284-285
 - galleries, 285-287
 - getting and changing control values, 295-297
 - initializing, 290-293
 - menus, 278-280
 - resetting, 293-295
 - split buttons, 280-281
 - toggle buttons, 282-283
 - scrollbars, 253
 - selecting, 243
 - selection handles, 243
 - sizing, 244
 - spin buttons, 253-254

- tab order, 247-248
- tab strips, 254-257
 - initializing, 256
 - modifying controls in, 256-257
- text boxes, 249-250
- toggle buttons, 251
- ControlSource property (controls), 246**
- ControlTipText property (controls), 247**
- conversion functions, 362
- converting strings into objects, 140-141
- Copy command (Edit menu), 245**
- Copy method**
 - MailItem object, 222
 - Worksheet object, 152
- CopyFromRecordset method, 210**
- copying**
 - controls, 244-245
 - files, 315
- CopyTo method, 217**
- Cos function, 61, 365**
- Count property**
 - Range object, 163
 - Sentences object, 134
- counting words, 133
- CountWords function, 133**
- Create Digital Certificate dialog box, 304-305**
- Create New Data Source dialog box, 192**
- CreateItem method, 225**
- CreateJugglingPresentation procedure, 169-170**
- CreateObject function, 366**
- CSng function, 362**
- CStr function, 64, 362**

- CurDir function, 310, 363**
- CurDir\$ function, 363**
- Currency data type, 37**
- CurrentRegion property (Range object), 163**
- cursors, stepping to, 343
- CursorType property (Recordset object), 195**
- custom dialog boxes. *See* forms
- custom rules (Outlook), 223-224
- Custom UI Editor, 270**
- Customize Keyboard dialog box, 9**
- customizing Ribbon. *See* Ribbon customization
- CVar function, 362**
- CVDate function, 362**
- CVErr function, 362**
- Cycle property (forms), 239**

D

- DAO (Data Access Objects), 190**
- data sources, creating, 191-192
- data tips feature, 347
- data types
 - Boolean, 37
 - Byte, 36
 - changing, 39
 - consistency in expressions, 54
 - Currency, 37
 - data type prefixes, 38
 - Date, 36
 - definition of, 29
- DefType* keywords, 39
- Double, 37
- Integer, 36
- Long, 37
- Object, 36
- Single, 37
- specifying, 36-38
- String, 36
- user-defined data types, 39-40
- Variant, 37
- databases. *See* Access databases
- DataSeries method, 163**
- Date data type, 36**
- date expressions, 68-70
- Date function, 69, 362**
- Date statement, 356**
- Date\$ function, 69, 362**
- date/time functions, 69, 362-363
- DateAdd function, 69, 362**
- DateDiff function, 69, 362**
- DatePart function, 69, 362**
- DateSerial function, 69, 362**
- DateValue function, 69, 362**
- Day function, 69, 362**
- DayDeity function, 103**
- DDB function, 63, 364**
- Debug menu commands**
 - Add Watch, 345
 - Clear All Breakpoints, 342
 - Edit Watch, 346
 - Quick Watch, 347
 - Run To Cursor, 343
 - Step Into, 340, 343
 - Step Out, 343
 - Step Over, 343
 - Toggle Breakpoint, 341

debugging procedures

- break mode
 - entering, 340-342
 - exiting, 342
 - overview, 339-340
- breakpoints, setting, 341
- compile errors, 338
- data tips feature, 347
- debugging tips and techniques, 350-352
- Immediate window
 - executing statements in, 350
 - overview, 348
 - printing data in, 348-349
- Locals window, 344
- logic errors, 339
- overview, 337-338
- Quick Watch feature, 347
- runtime errors, 338-339
- stepping into
 - procedures, 343
- stepping out of
 - procedures, 343
- stepping over
 - procedures, 343
- stepping to cursor, 343
- syntax errors, 338
- watch expressions, 344-346

Declare statement, 356**declaring**

- arrays
 - dynamic arrays, 41-43
 - multidimensional arrays, 44
 - one-dimensional arrays, 44
- variables, 33-35
 - explicit declarations, 35-36
 - implicit declarations, 35

default drive, changing, 315

- default folders**
 - changing, 315
 - referencing, 214

Default property (CommandButton object), 249**DefBool statement, 356****DefByte statement, 356****DefCur statement, 356****DefDate statement, 356****DefDbl statement, 356****DefInt statement, 356****DefLng statement, 356****DefObj statement, 356****DefSng statement, 356****DefStr statement, 356****DefType keywords, 39****DefVar statement, 356****Delete command (Edit menu), 245****Delete method**

- Attachment object, 229
- MailItem object, 222
- MAPIFolder object, 217
- Range object, 128-129
- Recordset object, 207
- Worksheet object, 152

DeleteAll procedure, 143**DeleteFolder procedure, 317-318****DeleteSetting statement, 307, 357****deleting**

- application settings from Registry, 307
- controls, 245
- files, 315-316
- folders, 316-318
- records, 207-208

- text (Word), 128-129
- watch expressions, 346

DeletingARecord procedure, 207**Description property (Error object), 330****Developer tab, displaying, 16****dialog box launchers (Ribbon), creating, 289****dialog boxes. See also forms**

- Add Procedure, 20
- Add Watch, 345
- Create Digital Certificate, 304-305
- Create New Data Source, 192
- Customize Keyboard, 9
- displaying, 83-87
- Edit Watch, 346
- Export File, 300
- Import File, 300
- input boxes, 50-51
- Insert Function, 26-27
- Macro, 8-9, 21-22
- Macro Options, 11
- Macros, 8-9
- message boxes
 - creating, 45-46
 - message styles, 46-48
 - return values, 48-49
- Microsoft Office Security Options, 302
- Modify Button, 12
- ODBC Microsoft Access Setup, 192
- Quick Watch, 347
- Record Macro, 5, 7
- Select Certificate, 305
- Select Database, 192
- Tab Order, 247
- Trust Center, 302-303

dialogBoxLauncher element (XML), 289

- Dialogs property (Application object), 83-87**
- Digital Signature command (Tools menu), 305**
- digital signatures, 304-305**
- Dim statement, 33-34, 357**
- Dir function, 310-312, 363**
- Dir\$ function, 363**
- directories. *See* folders**
- disabling error traps, 330**
- Display method, 86, 222**
- displaying**
 - Developer tab, 16
 - dialog boxes, 83-87
 - forms, 258
 - status bar messages, 82
- DisplayName property (Attachment object), 229**
- DisplaySentenceLengths procedure, 134-135**
- Divide function, 326-327**
- dividends, 55**
- DivideNumbers procedure, 331-332**
- division operator (/), 55**
- divisors, 55**
- dllLaunchInsertHyperlink Dialog_OnAction procedure, 289**
- Do...Loop statement, 105-106, 357**
- DocTooLong function, 102**
- Document object, 73, 115**
 - Close method, 121
 - Range method, 125
 - Save method, 119
 - SaveAs method, 120
- documents (Word)**
 - ActiveDocument object, 116
 - backing up, 122-124
 - closing
 - Close method, 121
 - closing all documents, 121-122
 - creating, 118
 - Document object, 115
 - Documents object, 115
 - hiding, 319
 - macro-enabled
 - documents/templates, creating, 265-267
 - opening
 - with Open method, 116
 - with RecentFiles object, 116-117
 - Paragraph object, 136-138
 - Range object, 125
 - Bold property, 126
 - Case property, 126
 - Delete method, 128-129
 - deleting text, 128-129
 - Font property, 126
 - formatting text, 126
 - InsertAfter method, 127
 - InsertBefore method, 127
 - inserting text, 127-128
 - InsertParagraph method, 127
 - InsertParagraphAfter method, 127
 - InsertParagraphBefore method, 127
 - InsertParagraphsAndText procedure, 127-128
 - Italic property, 126
 - reading and changing range text, 126
 - returning with Range method, 125
 - returning with Range property, 125
 - saving, 118
 - Save method, 119
 - SaveAs method, 120
- documents (XML). *See also* RibbonX**
 - elements
 - checkBox, 281
 - comboBox, 288
 - dialogBoxLauncher, 289
 - dropdown, 284
 - gallery, 285-287
 - group, 274-275
 - menu, 278
 - Relationship, 265, 269
 - ribbon, 271
 - splitButton, 280
 - tab, 272-273
 - tabs, 271
 - toggleButton, 282-283
 - MyRibbon.xml file
 - adding to document package, 268-269
 - creating, 267-268
 - renaming and opening, 269
- Documents collection**
 - Add method, 118
 - Open method, 116
- Selection object**
 - Collapse method, 132
 - collapsing
 - selection, 132
 - creating, 129
 - extending selection, 131-132
 - MoveEnd method, 130
 - MoveStart method, 130
 - moving insertion point, 130
 - overview, 129
 - Type property, 129
- Sentences object, 133-135**
- ThisDocument object, 116**
 - word count, testing, 102
- Words object, 132-133**

Documents object, 73, 115
DoEvents function, 366
DoNotSaveChanges_
OnAction procedure, 279
Double data type, 37
drives, changing default drive, 315
drop-down lists (Ribbon), creating, 284-285
dropdown element (XML), 284
Duplicate method, 181
dynamic arrays, 41-43

E

Edit menu commands
 Complete Word, 30
 Copy, 245
 Delete, 245
 List Constants, 28
 List Properties/
 Methods, 28
 Parameter Info, 29
 Select All, 243
Edit Watch command (Debug menu), 346
Edit Watch dialog box, 346
editing
 range text (Word), 126
 records, 203-205
 watch expressions, 346
EditingARecord procedure, 204
editors
 Custom UI Editor, 270
 Visual Basic Editor
 creating modules, 17-18
 displaying, 16
 opening modules, 18-19
 shutting down, 30

elements (XML)
 checkBox, 281
 comboBox, 288
 dialogBoxLauncher, 289
 dropdown, 284
 gallery, 285-287
 group, 274-275
 menu, 278
 Relationship, 265, 269
 ribbon, 271
 splitButton, 280
 tab, 272-273
 tabs, 271
 toggleButton, 282-283
email (Outlook)
 attachments
 adding to messages, 230-231
 Attachment objects, 229
 removing from forwarded messages, 229-230
 custom rules, 223-224
 folders
 listing all folders, 214-215
 methods, 217
 prompting users for, 216-217
 referencing default folders, 214
 incoming message handling, 217
 AddItem event, 218-219
 custom rules, 223-224
 spam, 224-225
 MailItem object
 methods, 221-223
 properties, 220-221
 messages
 creating, 225
 forwarding, 225
 replying to, 225
 sending, 226-227
 specifying message recipients, 226
 supplementing reminders with email messages, 227-228
 Namespace object, 213
 Folders property, 214
 Logoff method, 233-234
 Logon method, 232
 PickFolder method, 216-217
 outgoing message handling, 219-220
 overview, 213
 sessions
 logging off, 233-234
 logging on, 232
enabled attribute (controls), 277
Enabled property (forms), 240
End statement, 357
EndingSlide property (SlideShowSettings object), 187
EnterFieldBehavior property (TextBox object), 249
EnterKeyBehavior property (TextBox object), 250
Enum statement, 357
Environ function, 366
EOF function, 363
EOF property (Recordset object), 200
equals sign (=), 54, 57
Erase statement, 357
Err object
 methods, 332-333
 overview, 330
 properties, 330-332

Error function, 363**error handlers, 325-327****Error statement, 357****Error\$ function, 363****error-trapping**

- disabling traps, 330

- Err object

- methods, 332-333

- overflow errors, 330

- overview, 330

- properties, 330-332

- type mismatch

- errors, 330

- error handlers,

- 325-327, 363

- On Error GoTo

- statement, 325

- On Error Resume Next

- statement, 324

- overview, 323-324

- Resume statement,

- 327-329

- trappable VBA errors,

- table of, 333-335

errors

- compile errors, 338

- Err object

- methods, 332-333

- overview, 330

- properties, 330-332

- error handlers, 325-327

- logic errors, 339

- overflow, 330

- runtime errors, 338-339

- syntax errors, 338

- trapping

- disabling traps, 330

- error handlers, 325-327

- On Error GoTo

- statement, 325

- On Error Resume Next

- statement, 324

- overview, 323-324

- Resume statement,

- 327-329

- trappable VBA errors,

- table of, 333-335

- type mismatch, 330

- variable errors,

- avoiding, 35-36

Esc key, entering break mode, 341**Evaluate method, 140-141****EvaluateTest**

- procedure, 141

event handlers, 77-78, 248**Event statement, 357****events**

- definition of, 77

- event handlers, 77-78, 248

- ItemAdd, 218-219

- ItemSend, 219-220

Excel

- Application object, 139

- Calculate method, 140

- CalculateFull

- method, 140

- Evaluate method,

- 140-141

- OnKey method,

- 142-143

- OnRepeat method,

- 145-146

- OnTime method, 144

- OnUndo method,

- 145-146

- Wait method, 141

- WorksheetFunction

- property, 139-140

- cells

- returning, 154

- selecting, 158-161

- columns, returning, 156

- importing Access data into

- individual field

- values, 208

- recordsets, 210-212

- rows, 208-210

- macros

- Personal Macro

- Workbook, 7

- pausing, 141

- recording, 7-8

- shortcut keys, 10-11

- objects, converting strings

- into, 140-141

- procedures

- assigning keyboard

- shortcuts to, 142-143

- running at specific

- times, 144

- running when user

- selects Repeat or

- Undo, 144-146

- Range object, 153

- defining range

- names, 162

- inserting data into

- ranges, 162-163

- resizing ranges,

- 163-164

- returning data about

- ranges, 163

- returning with Cells

- method, 154

- returning with

- Columns method, 156

- returning with Offset

- method, 157-158

- returning with Range

- method, 153-154

- returning with Rows

- method, 155-156

- selecting ranges,

- 158-161

- rows, returning, 155-156

- user-defined functions,

- entering, 26-27

- workbooks

- ActiveWorkbook

- objects, 146

- closing, 150

- creating, 147

- opening, 146-147

- recalculating, 140

- saving, 148-149
 - specifying number of sheets in, 147-148
 - ThisWorkbook objects, 146
 - Workbook object, 146
 - Worksheet object, 150
 - accessing worksheet functions, 139-140
 - creating worksheets, 151
 - methods, 152-153
 - properties, 151-152
 - specifying, 150-151
 - Execute method, 86-87**
 - executing statements in Immediate window, 350**
 - Exit Do statement, 110**
 - Exit For statement, 110**
 - Exit statement, 357**
 - exiting**
 - break mode, 342
 - loops, 110
 - Exp function, 61, 365**
 - explicit declarations, 35-36**
 - exponential notation, 37**
 - exponentiation operator (^), 55**
 - Export File command (File menu), 300**
 - Export File dialog box, 300**
 - exporting modules, 300**
 - expressions**
 - data type consistency, 54
 - date expressions, 68-70
 - definition of, 24, 53
 - logical expressions, 66-67
 - numeric expressions
 - financial functions, 62-63
 - math functions, 60-62
 - overview, 60
 - operands, 54
 - operators
 - arithmetic operators, 55
 - assignment (=), 54
 - comparison operators, 56-57
 - concatenation, 56
 - definition of, 54
 - logical operators, 57, 67
 - order of precedence, 57-60
 - overview, 53-54
 - string expressions, 63-66
 - extending selection (Word), 131-132**
 - extensibility of Ribbon, 263-265**
 - ExtractLastName function, 65**
- ## F
- field values, exporting from Access to Excel, 208**
 - Fields property (Recordset object), 198**
 - File menu commands**
 - Export File, 300
 - Import File, 300
 - Remove, 301
 - file system**
 - default drive, changing, 315
 - file/folder information, returning
 - CurDir function, 310
 - Dir function, 310-312
 - FileDateTime function, 312
 - FileLen function, 312-313
 - GetAttr function, 313-314
 - files**
 - copying, 315
 - deleting, 315-316
 - file/directory functions, 363-364
 - renaming, 316
 - setting attributes of, 318
 - tracking file usage, 307-309
 - folders**
 - changing default folder, 315
 - creating, 316
 - deleting, 316-318
 - renaming, 316
 - setting attributes of, 318
 - FileAttr function, 364**
 - FileCopy statement, 315, 357**
 - FileDateTime function, 312, 364**
 - FileLen function, 312-313, 364**
 - FileName property (Attachment object), 229**
 - files. *See also* file system**
 - copying, 315
 - deleting, 315-316
 - file/directory functions, 363-364
 - inserting slides from, 172
 - MyRibbon.xml file
 - adding to document package, 268-269
 - creating, 267-268
 - renaming and opening, 269

- renaming, 316
- returning file/folder information
 - CurDir function, 310
 - Dir function, 310-312
 - FileDateTime function, 312
 - FileLen function, 312-313
 - GetAttr function, 313-314
 - setting attributes of, 318
 - tracking file usage, 307-309
- Fill property (Shape object), 179**
- Filter function, 368**
- financial functions, 62-63, 364-365**
- Find method, 202**
- finding records, 202-203**
- Fix function, 61, 365**
- FlagRequest property (MailItem object), 221**
- Flip method, 182**
- fmPictureSizeModeClip value (PictureSizeMode property), 241**
- fmPictureSizeModeStretch value (PictureSizeMode property), 241**
- fmPictureSizeModeZoom value (PictureSizeMode property), 241**
- focus, 74**
- folders**
 - changing default folder, 315
 - creating, 316
 - deleting, 316-318
- Outlook folders
 - listing all folders, 214-215
 - methods, 217
 - prompting users for, 216-217
 - referencing default folders, 214
- renaming, 316
- returning file/folder information, 310
 - CurDir function, 310
 - Dir function, 310-312
 - FileDateTime function, 312
 - FileLen function, 312-313
 - GetAttr function, 313-314
 - setting attributes of, 318
- Folders property (Namespace object), 214**
- FollowMasterBackground property (Slide object), 173**
- Font property**
 - forms, 240
 - Range object, 126
- For Each...Next statement, 109, 357**
- For...Next statement, 106-108, 357**
- ForeColor property (forms), 239**
- Format function, 64, 366**
- Format menu commands, 245**
- Format\$ function, 64, 366**
- FormatCurrency function, 64, 366**
- FormatDateTime function, 64, 366**
- FormatFirstParagraph procedure, 131-132**
- FormatNumber function, 366**
- FormatParagraph procedure, 80-81**
- FormatParagraph2 procedure, 81**
- FormatPercent function, 64, 366**
- formatting text (Word), 126**
- forms**
 - adding to projects, 238
 - controls
 - check boxes, 251
 - combo boxes, 252
 - command buttons, 249
 - copying, 244-245
 - deleting, 245
 - frames, 243, 250
 - grouping, 245
 - inserting, 242-243
 - labels, 249
 - list boxes, 252-253
 - multipage controls, 257-258
 - option buttons, 250-251
 - overview, 242
 - properties, 246-247
 - scrollbars, 253
 - selecting, 243
 - selection handles, 243
 - sizing, 244
 - spin buttons, 253-254
 - tab order, 247-248
 - tab strips, 254-257
 - text boxes, 249-250
 - toggle buttons, 251
 - displaying, 258
 - event handlers, 248
 - overview, 237-238
 - processing, 259-262

- properties
 - Appearance
 - category, 239
 - Behavior category, 239-240
 - Font category, 240
 - Misc category, 240-241
 - Picture category, 241
 - Position category, 241
 - Scrolling category, 241-242
 - unloading, 258-259
- Formulas menu**
- commands, Insert**
- Function, 26**
- Forward method, 225**
- ForwardAndDelete**
 - Attachments procedure, 229-230
- forwarding email, 225**
- Frame object, 250**
- frames, 243, 250**
- FreeFile function, 364**
- FullName property**
(Presentation object), 166
- Function statement, 38, 357**
- Function wizard, 26-27**
- functions. *See also***
methods; procedures;
statements
 - Abs, 61, 365
 - accessing worksheet
 - functions, 139-140
 - Array, 366
 - Asc, 64, 368
 - AscB, 368
 - AscW, 368
 - Atn, 61, 365
 - CalculateAge, 70
 - CallByName, 366
 - CBool, 362
 - CByte, 362
 - CCur, 362
 - CDate, 69, 362
 - CDbl, 362
 - CDec, 362
 - ChDir, 315, 356
 - ChDrive, 315, 356
 - Choose, 102-103, 366
 - Chr, 64, 368
 - Chr\$, 64, 368
 - ChrB, 368
 - ChrW, 368
 - CInt, 362
 - CLng, 362
 - Cos, 61, 365
 - CountWords, 133
 - CreateObject, 366
 - CSng, 362
 - CStr, 64, 362
 - CurDir, 310, 363
 - CurDir\$, 363
 - CVar, 362
 - CVDate, 362
 - CVErr, 362
 - Date, 69, 362
 - Date\$, 69, 362
 - DateAdd, 69, 362
 - DateDiff, 69, 362
 - DatePart, 69, 362
 - DateSerial, 69, 362
 - DateValue, 69, 362
 - Day, 69, 362
 - DayDeity, 103
 - DDB, 63, 364
 - Dir, 310-312, 363
 - Dir\$, 363
 - Divide, 326-327
 - DocTooLong, 102
 - DoEvents, 366
 - Environ, 366
 - EOF, 363
 - Error, 363
 - Error\$, 363
 - Exp, 61, 365
 - ExtractLastName, 65
 - FileAttr, 364
 - FileDateTime, 312, 364
 - FileLen, 312-313, 364
 - Filter, 368
 - financial functions, 62-63
 - Fix, 61, 365
 - Format, 64, 366
 - Format\$, 64, 366
 - FormatCurrency, 64, 366
 - FormatDateTime, 64, 366
 - FormatNumber, 366
 - FormatPercent, 64, 366
 - FreeFile, 364
 - Function wizard, 26-27
 - FutureValue, 94
 - FutureValue2, 95
 - FutureValue3, 96
 - FutureValue4, 98
 - fv, 62-63, 364
 - GetAllSettings, 309, 366
 - GetAttr, 313-314, 364
 - GetObject, 366
 - GetRangeName, 160-161
 - GetSetting, 306-307, 366
 - GrossMargin, 26, 35
 - GrossMargin2, 92
 - Hex, 61, 365
 - Hex\$, 61, 365
 - Hour, 69, 362
 - IIf, 101-102, 366
 - Input, 366
 - Input\$, 367
 - InputB, 367
 - InputB\$, 367
 - InputBox, 50-51, 367
 - InStr, 64, 368
 - InStrB, 368
 - InStrRev, 64, 368
 - Int, 61, 365
 - IPmt, 63, 364
 - IRR, 63, 364
 - IsArray, 367
 - IsDate, 367
 - IsEmpty, 367
 - IsError, 367
 - IsMissing, 367
 - IsNull, 367
 - IsNumeric, 367

- IsObject, 367
 - Join, 368
 - LBound, 43, 367
 - LCase, 64, 100, 368
 - LCase\$, 64, 368
 - Left, 64, 368
 - Left\$, 64, 368
 - LeftB, 369
 - LeftB\$, 369
 - Len, 64, 369
 - LenB, 369
 - LetterGrade, 98
 - LetterGrade2, 104
 - Loc, 364
 - LOF, 364
 - Log, 61, 365
 - LTrim, 64, 369
 - LTrim\$, 64, 369
 - math functions, 60-62
 - Mid, 64, 369
 - Mid\$, 64, 66, 369
 - MidB, 369
 - MidB\$, 369
 - Minute, 69, 362
 - MIRR, 63, 364
 - Month, 69, 362
 - MonthName, 69, 362
 - MsgBox, 21, 329, 367
 - Buttons parameter, 46-48
 - return values, 48-49
 - syntax, 45-46
 - Now, 69, 363
 - nper, 62-63, 364
 - NPV, 63, 364
 - Oct, 61, 365
 - Oct\$, 61, 365
 - Partition, 367
 - Pmt, 29, 62-63, 364
 - PPmt, 63, 365
 - pv, 62-63, 365
 - QBColor, 367
 - rate, 62-63, 365
 - Replace, 64, 369
 - RGB, 80, 99, 367
 - Right, 65, 369
 - Right\$, 65, 369
 - RightB, 369
 - RightB\$, 369
 - Rnd, 61, 365
 - Round, 365
 - RTrim, 65, 369
 - RTrim\$, 65, 369
 - Second, 69, 363
 - Seek, 364
 - Sign, 61, 365
 - Shell, 364
 - Sin, 61, 365
 - SLN, 63, 365
 - Space, 65, 369
 - Space\$, 65, 369
 - Split, 370
 - Sqr, 61, 366
 - Str, 65, 370
 - Str\$, 65, 370
 - StrComp, 65, 370
 - StrConv, 65
 - String, 65, 370
 - String\$, 65, 370
 - StrReverse, 370
 - Switch, 103-104, 367
 - SYD, 63, 365
 - Tab, 367
 - Tan, 61, 366
 - Time, 69, 363
 - Time\$, 69, 363
 - Timer, 69, 363
 - TimeSerial, 69, 363
 - TimeValue, 69, 144, 363
 - Trim, 65, 100, 370
 - Trim\$, 65, 370
 - type, 62
 - TypeName, 367
 - UBound, 43, 367
 - UCase, 65, 140, 370
 - UCase\$, 65, 370
 - user-defined functions
 - calling, 26
 - definition of, 19, 24
 - entering into cells, 26-27
 - expressions, 24
 - structure, 24
 - writing, 25
 - Val, 65, 370
 - VarType, 367
 - VBAColor, 100
 - Weekday, 69, 363
 - WeekdayName, 69, 363
 - Year, 69, 363
- FutureValue function, 94**
- FutureValue2 function, 95**
- FutureValue3 function, 96**
- FutureValue4 function, 98**
- fv function, 62-63, 364**

G

- galInsertHyperlinksFor_
 - OnAction procedure, 287
- galleries (Ribbon),
 - creating, 285-287
- gallery element (XML),
 - 285-287
- Get statement, 357
- GetAllChapter14Settings
 - procedure, 309
- GetAllSettings function,
 - 309, 366
- GetAttr function,
 - 313-314, 364
- GetAttributes
 - procedure, 314
- GetDefaultFolder
 - method, 214
- getEnabled callback
 - attribute, 291
- GetFilenames
 - procedure, 311-312
- GetFolderUsage
 - procedure, 312-313
- getImageMso callback
 - attribute, 291
- getKeyTip callback
 - attribute, 291

getLabel callback attribute, 291
 GetNumbers procedure, 326
 GetObject function, 366
 getPressed callback attribute, 291
 GetRangeName function, 160-161
 GetRows method, 208
 getScreenTip callback attribute, 291
 getSelectedItemID callback attribute, 291
 getSelectedItemIndex callback attribute, 291
 getSelectedItemIndex method, 291
 GetSetting statement, 306-307, 366
 getShowLabel callback attribute, 291
 getSize callback attribute, 291
 getSupertip callback attribute, 291
 getVisible callback attribute, 291
 GoSub...Return statement, 357
 GoTo statement, 357
 GoToNextSentence procedure, 130
 greater than operator (>), 57
 greater than or equal to operator (>=), 57
 GrossMargin function, 26, 35
 GrossMargin2 function, 92

Group command (Format menu), 245
 group element (XML), 274-275
 grouping controls, 245
 groups (Ribbon) creating, 274 customizing, 274-275

H

hard-coding, 45
 HasTextFrame property (Shape object), 179
 Height property Application object, 83 forms, 241 Shape object, 179
 help. *See* IntelliSense
 Hex function, 61, 365
 Hex\$ function, 61, 365
 hiding built-in Ribbon, 270-271 documents, 319
 hierarchy of objects, 73
 home cells, selecting, 159-160
 Hopper, Grace, 337
 Hour function, 69, 362
 HTMLBody property (MailItem object), 221
 hyperlinks, inserting, 136-137

I

id attribute (controls), 276
 IDE (integrated development environment), 17
 idMso attribute (controls), 276

If...Then statement And operator, 95 block syntax, 92 example, 92-93 Or operator, 95 single-line syntax, 92

If...Then...Else statement, 357 example, 93-94 indenting for readability, 94 multiple If...Then...Else statements, 95-96 syntax, 93

IIf function, 101-102, 366

imageMso attribute (controls), 276

Immediate window executing statements in, 350 overview, 348 printing data in, 348-349

Immediate Window command (View menu), 348

Implements statement, 357

implicit declarations, 35

Import File command (File menu), 300

Import File dialog box, 300

Importance property (MailItem object), 221

importing modules, 300

inboxItems_ItemAdd procedure, 219, 223-224

incoming messages, handling (Outlook) AddItem event, 218-219 custom rules, 223-224 spam, 224-225

IncrementLeft method, 182

IncrementRotation
method, 182

IncrementTop
method, 182

indenting for readability,
111, 350

index values
(collections), 78

initializing
controls, 290-293
tab strips, 256

input boxes, 50-51

Input function, 366

Input statement, 357

Input\$ function, 367

InputB function, 367

InputB\$ function, 367

InputBox function,
50-51, 367

InputBoxTest
procedure, 51

Insert Function command
(Formulas menu), 26

Insert Function dialog
box, 26-27

Insert menu commands,
Procedure, 20

InsertAfter method, 127

InsertAfterMso attribute
(controls), 276

InsertAndRedefineName
procedure, 164

InsertBefore method, 127

InsertBeforeMsoID
attribute (controls), 276

InsertFromFile
method, 172

InsertHyperlinks
procedure, 136-137

inserting
controls on forms,
242-243
hyperlinks (Word),
136-137
records, 205-206
text (Word), 127-128

insertion point (Word),
moving, 130

InsertParagraph
method, 127

InsertParagraphAfter
method, 127

InsertParagraphBefore
method, 127

InsertParagraphsAndText
procedure, 127-128

InStr function, 64, 368

InStrB function, 368

InStrRev function, 64, 368

Int function, 61, 365

Integer data type, 36

integer division
operator (\), 55

integrated development
environment (IDE), 17

IntelliSense
Complete Word
feature, 30
List Constants feature,
28-29
List Properties/Methods
feature, 27-28
Parameter Info feature,
29-30

Invalidate method, 294

InvalidateControl
method, 294

IPmt function, 63, 364

IRR function, 63, 364

Is operator, 80

IsArray function, 367

IsDate function, 367

IsEmpty function, 367

IsError function, 367

IsMissing function, 367

IsNull function, 367

IsNumeric function, 367

IsObject function, 367

Italic property (Range
object), 126

ItemAdd event, 218-219

ItemSend event, 219-220

J

Join function, 368

Juggling presentation, 168
AddJugglingSlides
procedure, 173-174
CreateJuggling
Presentation
procedure, 169-170
Main procedure, 169
RunJugglingSlideShow
procedure, 187-188
SetUpJugglingSlides
procedure, 183-185
SetUpStartPage
procedure, 180-181

K

KeepScrollBarsVisible
property (forms), 241

keyboard shortcuts
assigning to Excel
macros, 10-11
assigning to
procedures, 142-143
assigning to Word
macros, 9-10

keytip attribute
(controls), 277

keywords. *See also*
 functions; methods;
 procedures; statements
 As, 38
 entering in lowercase, 351
 Type, 40

Kill statement,
 315-316, 357

L

label attribute
 (controls), 276

Label object, 249

LargeChange property
 (ScrollBar object), 253

LaunchInsertHyperlink
 Dialog macro, 289

Layout property (Slide
 object), 173

LBound function, 43, 367

LCase function, 64,
 100, 368

LCase\$ function, 64, 368

Left function, 64, 368

Left property
 Application object, 83
 forms, 241
 Shape object, 179

Left\$ function, 64, 368

LeftB function, 369

LeftB\$ function, 369

Len function, 64, 369

LenB function, 369

less than operator (<), 57

less than or equal to
 operator (<=), 57

Let statement, 357

LetterGrade function, 98

LetterGrade2
 function, 104

Line Input statement, 357

list boxes, 252-253

List Constants feature
 (IntelliSense), 28-29

List Properties/Methods
 feature (IntelliSense),
 27-28

ListBox object, 252-253

ListFolders procedure,
 215-216

listing
 constants, 28
 Outlook folders, 214-215
 properties/methods, 27-28

ListRows property
 (ComboBox object), 252

lists, Macro Name list, 8

Load statement, 258, 357

Loc function, 364

Locals window, 344

locations, trusted, 301-302

Lock statement, 357

Locked property
 (controls), 247

LockType property
 (Recordset object), 195

LOF function, 364

Log function, 61, 365

logging off Outlook
 sessions, 233-234

logging on to Outlook
 sessions, 232

logic errors, 339

logical expressions, 66-67

logical operators
 And, 67
 Not, 67
 Or, 67
 table of, 57
 Xor, 67

Logoff method, 233-234

Logon method, 232

Long data type, 37

loops
 Do...Loop, 105-106, 357
 exiting, 110
 For Each...Next, 109, 357
 For...Next, 106-108, 357
 If...Then...Else, 357
 optimizing, 320-321
 overview, 104-105
 While...Wend, 359

LoopTest procedure, 107

LoopUntilStopped
 property (SlideShow
 Settings object), 187

lower bounds of arrays,
 returning, 41-43

LSet statement, 358

lstInsertHyperlinksFor_
 GetSelectedItemIndex
 procedure, 291

lstInsertHyperlinksFor_
 OnAction procedure, 285

LTrim function, 64, 369

LTrim\$ function, 64, 369

M

Macro dialog box, 8-9,
 21-22

Macro Name list, 8

Macro Options dialog
 box, 11

macro-enabled
 documents/templates,
 creating, 265-267

macros. *See also* procedures
 assigning keyboard
 shortcuts to, 142-143
 CloseAllOpenDocuments,
 121-122

- debugging. *See* debugging procedures
- definition of, xviii, 19
- Excel macros
 - Personal Macro Workbook, 7
 - recording, 7-8
 - shortcut keys, 10-11
- LaunchInsertHyperlink Dialog, 289
- Macro Name list, 8
- macro statements, xviii
- naming, 20
- pausing, 141
- Quick Access toolbar
 - buttons, 11-13
- recording
 - Excel macros, 7-8
 - overview, 3
 - Word macros, 5-7
- running, 21-22
 - at specific times, 144
 - when user selects Repeat or Undo, 144-146
- security
 - macro security levels, 302-304
 - overview, 301
 - trusted locations, 301-302
- shortcut keys
 - assigning to Excel macros, 10-11
 - assigning to Word macros, 9-10
- when to use, 4
- Word macros
 - recording, 5-7
 - shortcut keys, 9-10
- writing
 - advantages of, 15
 - creating modules, 17-18
 - Developer tab, displaying, 16
 - entering VBA statements, 22-23
 - example, 20-21
 - opening modules, 18-19
 - Visual Basic Editor, displaying, 16
- Macros dialog box, 8-9**
- Macros menu commands**
 - Record Macro, 5, 7
 - Stop Recording, 7-8
- MailItem object**
 - methods, 221-223
 - properties, 220-221
- Main procedure (Juggling presentation), 169**
- MakeBackup procedure, 122-124**
- MAPIFolder objects**
 - listing, 214-215
 - methods, 217
 - prompting users for, 216-217
 - referencing, 214
- Master property (Slide object), 173**
- MatchRequired property (ComboBox object), 252**
- math functions, 60-62, 365-366**
- matrices, 44**
- Max property (ScrollBar object), 253**
- MaxLength property (TextBox object), 250**
- menu element (XML), 278**
- menus (Ribbon), creating, 278-280**
- message boxes**
 - creating, 45-48
 - message styles, 46-48
 - return values, 48-49
- messages (Outlook)**
 - attachments
 - adding to messages, 230-231
 - Attachment objects, 229
 - removing from forwarded messages, 229-230
 - creating, 225
 - forwarding, 225
 - incoming message handling, 217
 - AddItem event, 218-219
 - custom rules, 223-224
 - spam, 224-225
 - outgoing message handling, 219-220
 - replying to, 225
 - sending, 226-227
 - specifying message recipients, 226
 - supplementing reminders with email messages, 227-228
- methods. *See also* functions; procedures; statements**
 - Activate, 88, 152
 - Add
 - Documents collection, 118
 - Names collection, 162
 - Presentations collection, 166
 - Recipients object, 226
 - Slides collection, 171
 - Workbooks collection, 147
 - Worksheets collection, 151
 - AddComment, 176
 - AddConnector, 176
 - AddCurve, 176
 - AddItem, 253

- AddLabel, 176
- AddLine, 176
- AddMediaObject, 177
- AddNew, 205-206
- AddPicture, 177
- AddPolyline, 177
- AddShape, 177
- AddTextEffect, 177
- AddTitle, 178
- Apply, 181
- ApplyTemplate, 167
- Calculate, 140, 152
- CalculateFull, 140
- Cells, 154
- CheckSpelling, 75, 87
- Clear
 - Err object, 332
 - ListBox object, 253
- Close, 76
 - Document object, 121
 - MailItem object, 222
 - Presentation object, 167
 - Workbook object, 150
- Collapse, 132
- Columns, 156
- Copy
 - MailItem object, 222
 - Worksheet object, 152
- CopyFromRecordset, 210
- CopyTo, 217
- CreateItem, 225
- DataSeries, 163
- Delete
 - Attachment object, 229
 - MailItem object, 222
 - MAPIFolder object, 217
 - Range object, 128-129
 - Recordset object, 207
 - Worksheet object, 152
- Display, 86, 222
- Duplicate, 181
- Evaluate, 140-141
- Execute, 86-87
- Find, 202
- Flip, 182
- Forward, 225
- GetDefaultFolder, 214
- GetRows, 208
- getSelectedItemIndex, 291
- IncrementLeft, 182
- IncrementRotation, 182
- IncrementTop, 182
- InsertAfter, 127
- InsertBefore, 127
- InsertFromFile, 172
- InsertParagraph, 127
- InsertParagraphAfter, 127
- InsertParagraph
 - Before, 127
- Invalidate, 294
- InvalidateControl, 294
- listing, 27-28
- Logoff, 233-234
- Logon, 232
- Move
 - MailItem object, 222
 - Recordset object, 200
 - Worksheet object, 152
- MoveEnd, 130
- MoveFirst, 200
- MoveLast, 200
- MoveNext, 200
- MovePrevious, 200
- MoveStart, 130
- MoveTo, 217
- multiple methods, 80-81
- named arguments, 76
- NewWindow, 88
- Offset, 157-158
- OnKey, 142-143
- OnRepeat, 145-146
- OnTime, 144
- OnUndo, 145-146
- Open
 - Documents collection, 116
 - Presentations collection, 166
- properties, 195
- Recordset object, 193-196
- Workbooks collection, 146-147
- overview, 75-77
- PickFolder, 216-217
- PickUp, 182
- Print, 348-349
- PrintOut, 167-168
- Raise, 333
- Range, 125, 153-154, 171, 175
- RemoveItem, 253
- Reply, 225
- ReplyAll, 225
- Resize, 163
- Rows, 155-156
- Run, 187-188
- Save
 - Document object, 119
 - Presentation object, 168
- SaveAs
 - Attachment object, 229
 - Document object, 120
 - Presentation object, 168
- Select, 129, 182
- Show, 85
- Sort, 75
- syntax, 75-76
- Update, 204
- Wait, 104, 141
- Microsoft Office Security Options dialog box, 302**
- Microsoft Root Certificate Program, 304**
- Mid function, 64, 369**
- Mid\$ function, 64, 66, 369**
- MidB function, 369**
- MidB\$ function, 369**
- Min property (ScrollBar object), 253**

Minute function, 69, 362

MIRR function, 63, 364

Misc properties (forms), 240-241

MkDir statement, 316, 358

mnuCloseDocument2_
OnAction procedure, 280

Mod operator, 55

Modify Button dialog
 box, 12

modular programming, 104

modules
 creating, 17-18
 exporting, 300
 importing, 300
 opening, 18-19
 removing, 301
 renaming, 299-300

modulus operator, 55

monitoring procedure
 values
 data tips feature, 347
 Locals window, 344
 Quick Watch feature, 347
 watch expressions,
 344-346

Month function, 69, 362

MonthName function,
 69, 362

Move method
 MailItem object, 222
 Recordset object, 200
 Worksheet object, 152

MoveEnd method, 130

MoveFirst method, 200

MoveLast method, 200

MoveNext method, 200

MovePrevious method, 200

MoveStart method, 130

MoveTo method, 217

MsgBox function, 21,
 329, 367
 Buttons parameter, 46-48
 return values, 48-49
 syntax, 45-46

multidimensional
 arrays, 44

MultiLine property
(TextBox object), 250

multipage controls,
 257-258

MultiPage object, 257-258

multiple If...Then...Else
 statements, 95-96

multiplication
 operator (*), 55

MultiSelect property
(ListBox object), 252

MyRibbon.xml file
 adding to document
 package, 268-269
 creating, 267-268
 renaming and
 opening, 269

N

Name property
 forms, 240
 Presentation object, 167
 Recipient object, 226
 Shape object, 179
 Slide object, 173
 Worksheet object, 151

Name statement, 316, 358

named arguments, 76

named ranges containing
 active cell, selecting,
 160-161

names
 Excel range names,
 defining, 162
 macro names, 20

module names, 299-300
 range names, 352
 variable names, 34

Names collection, 162

Namespace object, 213

Folders property, 214
 Logoff method, 233-234
 Logon method, 232
 PickFolder method,
 216-217

navigating records,
 199-201

negation operator (-), 55

NewWindow method, 88

NewWorkbookWithCustom
Sheets procedure, 148

not equal operator (<>), 57

Not operator, 57

Now function, 69, 363

nper function, 62-63, 364

NPV function, 63, 364

Number property (Err
object), 330

numbers

random numbers,
 generating, 61-62
 serial numbers, 68

numeric expressions

financial functions, 62-63
 math functions, 60-62
 overview, 60

O

Object Browser, 84

Object data type, 36

object hierarchy, 73

object models,
 choosing, 190-191

objects. See also collections

- ActiveDocument, 116
- ActivePresentation, 166
- ActiveWindow, 88
- ActiveWorkbook, 146
- ADO (ActiveX Data Objects), 189
- Application, 73, 81, 139
 - Calculate method, 140
 - CalculateFull method, 140
 - Caption property, 82
 - CheckSpelling method, 87
 - CreateItem method, 225
 - Dialogs property, 83-87
 - Evaluate method, 140-141
 - Height property, 83
 - Left property, 83
 - OnKey method, 142-143
 - OnRepeat method, 145-146
 - OnTime method, 144
 - OnUndo method, 145-146
 - StatusBar property, 82
 - Top property, 83
 - UsableHeight property, 83
 - UsableWidth property, 83
 - Wait method, 141
 - Width property, 83
 - WindowState property, 83
 - WorksheetFunction property, 139-140
- assigning to variables, 79-80
- Attachment, 229
- CheckBox, 251
- ComboBox, 252
- CommandButton, 249
 - comparing with Is operator, 80
 - converting strings into, 140-141
- DAO (Data Access Objects), 190
 - definition of, 71
- Document, 73, 115
 - Close method, 121
 - Range method, 125
 - Save method, 119
 - SaveAs method, 120
- Documents, 73, 115
- Err
 - methods, 332-333
 - overview, 330
 - properties, 330-332
- events
 - definition of, 77
 - event handlers, 77-78
- Frame, 250
- Label, 249
- ListBox, 252-253
- MailItem
 - methods, 221-223
 - properties, 220-221
- MAPIFolder
 - listing, 214-215
 - methods, 217
 - prompting users for, 216-217
 - referencing, 214
- methods. *See also specific methods*
 - multiple methods, 80-81
 - named arguments, 76
 - overview, 75-77
 - syntax, 75-76
- MultiPage, 257-258
- NameSpace, 213
 - Folders property, 214
- Logoff method, 233-234
- Logon method, 232
- PickFolder method, 216-217
- Object Browser, 84
- object hierarchy, 73
- OptionButton, 250-251
- Options, 73
 - overview, 71-73
- Paragraph, 136-138
- Presentation
 - methods, 167-168
 - properties, 166-167
 - SlideShowSettings property, 187
 - specifying, 165-166
- Presentations, 165
- properties
 - multiple properties, 80-81
 - overview, 74
 - referencing, 73
 - returning value of, 75
 - setting value of, 75
- Range (Word)
 - Bold property, 126
 - Case property, 126
 - Delete method, 128-129
 - deleting text, 128-129
 - Font property, 126
 - formatting text, 126
 - InsertAfter method, 127
 - InsertBefore method, 127
 - inserting text, 127-128
 - InsertParagraph method, 127
 - InsertParagraphAfter method, 127
 - InsertParagraphBefore method, 127
 - InsertParagraphsAndText procedure, 127-128
 - Italic property, 126

- reading and changing
 - range text, 126
 - returning with Range method, 125
 - returning with Range property, 125
 - Range (Excel)
 - defining range
 - names, 162
 - inserting data into
 - ranges, 162-163
 - resizing ranges, 163-164
 - returning data about
 - ranges, 163
 - returning with Cells method, 154
 - returning with
 - Columns method, 156
 - returning with Offset method, 157-158
 - returning with Range method, 153-154
 - returning with Rows method, 155-156
 - selecting, 158-161
 - RecentFiles, 73, 116-117
 - Recipients, 226
 - Recordset
 - accessing recordset
 - data, 198-199
 - adding records, 205-206
 - AddNew method, 205-206
 - BOF property, 200
 - Delete method, 207
 - deleting records, 207-208
 - editing records, 203-205
 - EOF property, 200
 - Fields property, 198
 - Find method, 202
 - finding records, 202-203
 - GetRows method, 208
 - Move method, 200
 - MoveFirst method, 200
 - MoveLast method, 200
 - MoveNext
 - method, 200
 - MovePrevious
 - method, 200
 - navigating records, 199-201
 - Open method, 193-195
 - opening with Open method, 194-196
 - opening with SELECT statement, 196-198
 - opening with tables, 193-194
 - overview, 192-193
 - Update method, 204
 - ScrollBar, 253
 - Selection
 - Collapse method, 132
 - collapsing
 - selection, 132
 - creating, 129
 - extending selection, 131-132
 - MoveEnd method, 130
 - MoveStart method, 130
 - moving insertion
 - point, 130
 - overview, 129
 - Type property, 129
 - Sentences, 133-135
 - Shape
 - adding to slides, 175-178
 - methods, 176-178, 181-182
 - properties, 178-180
 - specifying, 174-175
 - Slide
 - adding to
 - presentations, 171
 - methods, 171, 174
 - properties, 172-173
 - specifying, 170-171
 - SlideShowSettings, 187
 - SlideShowTransitions, 186
 - SpinButton, 253-254
 - TabStrip, 254-257
 - initializing, 256
 - modifying controls
 - in, 256-257
 - TextBox, 249-250
 - ThisDocument, 116
 - ThisWorkbook, 146
 - ToggleButton, 251
 - Window, 88
 - Words, 132-133
 - Workbook
 - closing workbooks, 150
 - creating
 - workbooks, 147
 - opening workbooks, 146-147
 - saving workbooks, 148-149
 - specifying number of
 - worksheets, 147-148
 - Workbooks, 146
 - Worksheet
 - creating
 - worksheets, 151
 - methods, 152-153
 - properties, 151-152
 - specifying, 150-151
- Oct function, 61, 365**
- Oct\$ function, 61, 365**
- ODBC Microsoft Access Setup dialog box, 192**
- Office 2007 Ribbon.**
See Ribbon customization
- Offset method, 157-158**
- On Error GoTo statement, 325**
- On Error Resume Next statement, 324**
- On Error statement, 358**

On...GoSub, On...GoTo statement, 358

onAction attribute (controls), 276

one-dimensional arrays, 44

OnKey method, 142-143

OnRepeat method, 145-146

OnTime method, 144

OnUndo method, 145-146

Open method

- Documents collection, 116
- Presentations collection, 166
- properties, 195
- Recordset object, 193-196
- Workbooks collection, 146-147

Open statement, 358

opening

- database connections, 191
- Excel workbooks, 146-147
- modules, 18-19
- PowerPoint presentations, 166
- recordsets, 192-193
 - with Open method, 194-196
 - with SELECT statement, 196-198
 - with tables, 193-194
- windows, 88
- Word documents
 - with Open method, 116
 - with RecentFiles object, 116-117

operands, 54

operators

- And, 95
- arithmetic operators, 55
- assignment (=), 54

- comparison operators, 56-57, 80
- concatenation, 56
- definition of, 54
- logical operators
 - And, 67
 - Not, 67
 - Or, 67
 - table of, 57
 - Xor, 67
- Or, 95
- order of precedence, 57-58
 - controlling, 58-60
 - table of, 58
- optimizing procedures**
 - avoiding data selection, 319
 - avoiding recalculation, 319
 - hiding documents, 319
 - loops, 320-321
 - turning off screen updating, 319
- Option Base 011 statement, 358**
- option buttons, 250-251**
- Option Compare Text | Binary statement, 358**
- Option Explicit statement, 351, 358**
- Option Private statement, 358**
- OptionButton object, 250-251**
- Options object, 73**
- Or operator, 95**
- order of precedence (operators), 57-58**
 - controlling, 58-60
 - table of, 58

outgoing messages, handling (Outlook), 219-220

Outlook

- attachments
 - adding to messages, 230-231
 - Attachment objects, 229
 - removing from forwarded messages, 229-230
 - messages, 229-230
- custom rules, 223-224
- folders
 - listing all folders, 214-215
 - methods, 217
 - prompting users for, 216-217
 - referencing default folders, 214
- incoming message handling, 217
 - AddItem event, 218-219
 - custom rules, 223-224
 - spam, 224-225
 - logging off, 233-234
 - logging on, 232
- MailItem object
 - methods, 221-223
 - properties, 220-221
- messages
 - creating, 225
 - forwarding, 225
 - replying to, 225
 - sending, 226-227
 - specifying message recipients, 226
 - supplementing reminders with email messages, 227-228
- Namespace object, 213
 - Folders property, 214
 - Logoff method, 233-234

Logon method, 232
 PickFolder method,
 216-217
 outgoing message
 handling, 219-220
 overview, 213
 referencing from other
 applications, 231
overflow errors, 330

P

Paragraph object, 136-138

**Parameter Info feature
 (IntelliSense), 29-30**

**parameters, displaying
 information about, 29-30**

Partition function, 367

**PasswordChar property
 (TextBox object), 250**

**Path property
 (Presentation object), 167**

pausing procedures, 141
 breakpoints, setting, 341
 entering break mode
 at beginning of
 procedure, 340
 from error dialog
 boxes, 340
 with Esc key, 341
 with Stop
 statement, 342
 exiting break mode, 342
 overview, 339-340

**PerformCalculations
 procedure, 42**

period (.), 40

**Personal Macro
 Workbook, 7**

**PickFolder method,
 216-217**

PickUp method, 182

**Picture properties
 (forms), 241**

**PictureAlignment property
 (forms), 241**

**PictureSizeMode property
 (forms), 241**

**PictureTiling property
 (forms), 241**

plus sign (+), 47, 55

**Pmt function, 29,
 62-63, 364**

**Position properties
 (forms), 241**

**PowerPoint
 presentations, 165**

creating, 166
 Juggling presentation, 168
 AddJugglingSlides
 procedure, 173-174
 CreateJuggling
 Presentation proce-
 dure, 169-170
 Main procedure, 169
 RunJugglingSlideShow
 procedure, 187-188
 SetUpJugglingSlides
 procedure, 183-185
 SetUpStartPage
 procedure, 180-181
 opening, 166

Presentation object
 methods, 167-168
 properties, 166-167
 SlideShowSettings
 property, 187
 specifying, 165-166

**Presentations
 collection, 166**

shapes

adding to slides,
 175-178
 methods, 176-178,
 181-182
 properties, 178-180
 specifying, 174-175

slide shows
 running, 187-188
 settings, 187
 transitions, 186
 slides
 creating, 171
 inserting from
 files, 172
 methods, 174
 properties, 172-173
 specifying, 170-171

PPmt function, 63, 365

**precedence (operators),
 57-58**
 controlling, 58-60
 table of, 58

prefixes, data type, 38

**Presentation object
 methods, 167-168
 properties, 166-167
 SlideShowSettings
 property, 187
 specifying, 165-166**

**Presentations
 collection, 166**

Presentations object, 165

**presentations. See
 PowerPoint presentations**

Print method, 348-349

Print statement, 358

**printing data in Immediate
 window, 348-349**

PrintOut method, 167-168

Private statement, 358

**Procedure command
 (Insert menu), 20**

procedures. See also macros
 AddingARecord, 205-206
 AddJugglingSlides,
 173-174
 Application_
 ItemSend, 219
 Application_Quit, 218

- Application_Reminder, 227-228
- Application_Startup, 218
- assigning keyboard shortcuts to, 142-143
- BackUpToDrive, 328-329
- BigNumbers, 105-106
- BoldAndItalic, 145
- btnChooseAnotherStyle_OnAction, 287
- btnCloseWindow_GetEnabled, 297
- btnCloseWindow_OnAction, 296
- btnPromptToSaveChanges_OnAction, 279
- btnRefreshList_OnAction, 295-297
- ButtonTest, 48
- ButtonTest2, 49
- cbWindows_GetItemCount, 292-293
- cbWindows_GetItemID, 292
- cbWindows_GetItemLabel, 293
- cbWindows_OnChange, 296-297
- chkToggleProofingErrors_OnAction, 282
- CloseAllOpenDocuments, 121-122
- ColorTester, 101
- ConcatenateStrings, 157
- CreateJuggling_Presentation, 169-170
- debugging
 - break mode, 339-342
 - breakpoints, 341
 - compile errors, 338
 - data tips feature, 347
 - debugging tips and techniques, 350-352
 - Immediate window, 348-350
 - Locals window, 344
 - logic errors, 339
 - overview, 337-338
 - Quick Watch feature, 347
 - runtime errors, 338-339
 - stepping into procedures, 343
 - stepping out of procedures, 343
 - stepping over procedures, 343
 - stepping to cursor, 343
 - syntax errors, 338
 - watch expressions, 344-346
- definition of, 19
- DeleteAll, 143
- DeleteFolder, 317-318
- DeletingARecord, 207
- DisplaySentenceLengths, 134-135
- DivideNumbers, 331-332
- dllLaunchInsertHyperlinkDialog_OnAction, 289
- DoNotSaveChanges_OnAction, 279
- EditingARecord, 204
- EvaluateTest, 141
- FormatFirstParagraph, 131-132
- FormatParagraph, 80-81
- FormatParagraph2, 81
- ForwardAndDeleteAttachments, 229-230
- galInsertHyperlinksFor_OnAction, 287
- GetAllChapter14Settings, 309
- GetAttributes, 314
- GetFilenames, 311-312
- GetFolderUsage, 312-313
- GetNumbers, 326
- GoToNextSentence, 130
- inboxItems_ItemAdd, 219, 223-224
- increasing speed of
 - avoiding data selection, 319
 - avoiding recalculation, 319-320
 - hiding documents, 319
 - optimizing loops, 320-321
 - turning off screen updating, 319
- InputBoxTest, 51
- InsertAndRedefineName, 164
- InsertHyperlinks, 136-137
- InsertParagraphsAndText, 127-128
- ListFolders, 215-216
- LoopTest, 107
- lstInsertHyperlinksFor_GetSelectedItemIndex, 291
- lstInsertHyperlinksFor_OnAction, 285
- Main (Juggling presentation), 169
- MakeBackup, 122-124
- mnuCloseDocument2_OnAction, 280
- NewWorkbookWithCustomSheets, 148
- PerformCalculations, 42
- ReadInboxData, 233-234
- RecordsetBookmark_Navigation, 201
- RecordsetData, 199
- RecordsetOpen_Properties, 196
- RecordsetOpen_SELECT, 197
- RecordsetOpenTable, 193-194
- RemoveChapter14Setting, 309
- ResetKey, 143
- RetrieveProducts, 210-212

RetrievingEntire
Records, 209
RunJugglingSlideShow,
187-188
running at specific
times, 144
SaveAll, 149
SaveChanges_
OnAction, 279
SearchRecordsWithFind,
202-203
SelectAllOnAllSheets,
158-159
SelectCurrentNamed
Range, 161
SelectHomeCells,
159-160
SendAMessage, 227
SetKey, 143
SetUpJugglingSlides,
183-185
SetUpStartPage, 180-181
SpellCheckTest, 87
stepping into, 343
stepping out of, 343
stepping over, 343
StoreWorksheetNames,
42-43
TabStrip1_Change,
256-257
tbToggleDeveloperTab_
GetPressed, 290
tbToggleDeveloperTab_
OnAction, 283
TimingTest, 320-321
ToggleDeveloeprTab, 283
UndoBoldAndItalic, 146
user-defined functions
calling, 26
definition of, 19, 24
entering into cells,
26-27
expressions, 24
structure, 24
writing, 25
UserForm_Initialize, 256

UserForm_Terminate, 260
VBAWait, 108
Workbook_Open,
308-309
processing forms, 259-262
program variables.
See variables
projects
adding forms to, 238
definition of, 17
digital signatures, 304-305
prompting users for
Outlook folders, 216-217
properties (of objects). *See*
also specific properties
multiple properties, 80-81
listing, 27-28
overview, 74, 129, 239
referencing, 73
returning value of, 75
setting value of, 75
Property Get
statement, 358
Property Let
statement, 358
Property Set
statement, 358
Public statement, 358
Put statement, 358
pv function, 62-63, 365

Q

QBColor function, 367
Quick Access toolbar,
11-13
Quick Watch command
(Debug menu), 347
Quick Watch dialog
box, 347

R

Raise method, 333
RaiseEvent statement, 358
random numbers,
generating, 61-62
Randomize statement, 358
Range method, 125,
153-154, 171, 175
Range object, 125
in Excel
defining range
names, 162
inserting data into
ranges, 162-163
resizing ranges,
163-164
returning data about
ranges, 163
returning with Cells
method, 154
returning with
Columns method, 156
returning with Offset
method, 157-158
returning with Range
method, 153-154
returning with Rows
method, 155-156
selecting ranges,
158-161
in Word, 153
Bold property, 126
Case property, 126
Delete method,
128-129
deleting text, 128-129
Font property, 126
formatting text, 126
InsertAfter
method, 127
InsertBefore
method, 127
inserting text, 127-128

- InsertParagraph
 - method, 127
- InsertParagraphAfter
 - method, 127
- InsertParagraphBefore
 - method, 127
- InsertParagraphsAndText
 - procedure, 127-128
- Italic property, 126
- reading and changing
 - range text, 126
- returning with Range
 - method, 125
- returning with Range
 - property, 125
- Range property, 125**
- ranges. *See* Range object**
- rate function, 62-63, 365**
- ReadInboxData procedure, 233-234**
- reading**
 - application settings from Registry, 306-307
 - range text (Word), 126
 - section settings, 309
- ReadReceiptRequested property (MailItem object), 221**
- recalculating worksheets, 140, 319**
- ReceivedTime property (MailItem object), 221**
- RecentFiles object, 73, 116-117**
- Recipients object, 226**
- Recipients property (MailItem object), 221**
- Record Macro command (Macros menu), 5-7**
- Record Macro dialog box, 5-7**
- recording macros**
 - Excel macros, 7-8
 - overview, 3
 - Word macros, 5-7
- records**
 - adding, 205-206
 - deleting, 207-208
 - editing, 203-205
 - finding, 202-203
 - navigating, 199-201
- Recordset object**
 - accessing recordset data, 198-199
 - adding records, 205-206
 - deleting records, 207-208
 - editing records, 203-205
 - finding records, 202-203
 - methods, 199
 - AddNew, 205-206
 - Delete, 207
 - Find, 202
 - GetRows, 208
 - Move, 200
 - MoveFirst, 200
 - MoveLast, 200
 - MoveNext, 200
 - MovePrevious, 200
 - Open, 193-195
 - Update, 204
 - navigating records, 199-201
 - opening with Open
 - method, 194-196
 - opening with SELECT
 - statement, 196-198
 - opening with tables, 193-194
 - overview, 192-193
 - properties, 195
 - BOF property, 200
 - EOF property, 200
 - Fields property, 198
- RecordsetBookmark Navigation procedure, 201**
- RecordsetData procedure, 199**
- RecordsetOpenProperties procedure, 196**
- RecordsetOpenSELECT procedure, 197**
- RecordsetOpenTable procedure, 193-194**
- recordsets. *See also* RecordSet object**
 - accessing recordset data, 198-199
 - adding records, 205-206
 - deleting records, 207-208
 - editing records, 203-205
 - exporting from Access to Excel, 210-212
 - finding records, 202-203
 - navigating records, 199-201
 - opening with tables, 193-198
 - overview, 192-193
- ReDim statement, 42, 358**
- referencing**
 - Outlook folders, 214
 - Outlook from other applications, 231
- Registry**
 - deleting settings from, 307
 - overview, 305
 - reading section settings, 309
 - reading settings from, 306-307
 - storing settings in, 306
 - tracking file usage, 307-309
- Relationship element (XML), 265, 269**
- Rem statement, 358**
- Remove command (File menu), 301**

RemoveChapter14Setting procedure, 309**RemoveItem method, 253****removing**

- attachments from forwarded messages, 229-230
- modules, 301

renaming

- files/folders, 316
- modules, 299-300

Replace function, 64, 369**Reply method, 225****ReplyAll method, 225****replying to email, 225****Reset statement, 359****ResetKey procedure, 143****resetting controls, 293-295****Resize method, 163****resizing**

- controls, 244
- Excel ranges, 163-164

Resume statement, 327-329, 359**resuming program execution, 327-329****RetrieveProducts procedure, 210-212****RetrievingEntireRecords procedure, 209****RGB function, 80, 99, 367****Ribbon customization**

- advantages, 270
- controls
 - attributes, 276-277
 - buttons, 277
 - check boxes, 281-282
 - combo boxes, 288
 - dialog box launchers, 289
 - drop-down lists, 284-285

- galleries, 285-287
- getting and changing control values, 295-297
- initializing, 290-293
- menus, 278-280
- resetting, 293-295
- split buttons, 280-281
- toggle buttons, 282-283

Custom UI Editor, 270**extensibility, 263-265****groups**

- creating, 274
- customizing existing groups, 274-275

hiding built-in Ribbon, 270-271**macro-enabled**

- documents/templates, creating, 265-267

MyRibbon.xml file

- adding to document package, 268-269
- creating, 267-268
- renaming and opening, 269

overview, 263**RibbonX, 270****tabs**

- creating, 271-272
- customizing existing tabs, 272-273

ribbon element (XML), 271**RibbonX, 270****controls**

- attributes, 276-277
- buttons, 277
- check boxes, 281-282
- combo boxes, 288
- dialog box launchers, 289
- drop-down lists, 284-285
- galleries, 285-287

- getting and changing control values, 295-297

initializing, 290-293**menus, 278-280****resetting, 293-295****split buttons, 280-281**

- toggle buttons, 282-283

elements

- checkBox, 281
- comboBox, 288
- dialogBoxLauncher, 289
- dropdown, 284
- gallery, 285-287
- group, 274-275
- menu, 278
- Relationship, 265, 269
- ribbon, 271
- splitButton, 280
- tab, 272-273
- tabs, 271
- toggleButton, 282-283

groups

- creating, 274
- customizing, 274-275

hiding built-in Ribbon, 270-271**tabs**

- creating, 271-272
- customizing, 272-273

Right function, 65, 369**Right\$ function, 65, 369****RightB function, 369****RightB\$ function, 369****RightToLeft property (forms), 240****Rmdir statement, 316-318, 359****Rnd function, 61, 365****Root Certificate Program, 304****Round function, 365**

Row property (Range object), 163

rows

- exporting from Access to Excel, 208-210
- returning, 155-156

Rows method, 155-156

RowSource property (ListBox object), 252

RSet statement, 359

RTrim function, 65, 369

RTrim\$ function, 65, 369

rules (Outlook), 223-224

Run method, 187-188

Run To Cursor command (Debug menu), 343

RunJugglingSlideShow procedure, 187-188

running

- macros, 8, 21-22
- PowerPoint slide shows, 187-188
- procedures
 - at specific times, 144
 - when user selects
 - Repeat or Undo, 144-146

runtime errors, 338-339

S

Save method

- Document object, 119
- Presentation object, 168

SaveAll procedure, 149

SaveAs method

- Attachment object, 229
- Document object, 120
- Presentation object, 168

SaveChanges_OnAction procedure, 279

Saved property (Presentation object), 167

SaveSetting statement, 306, 359

saving

- Excel workbooks, 148-149
- Word documents, 118
 - with Save method, 119
 - with SaveAs method, 120

screen updating, turning off, 319

screentip attribute (controls), 277

ScreenUpdating property (Application object), 319

ScrollBar object, 253

ScrollBars property (forms), 241

ScrollHeight property (forms), 242

Scrolling properties (forms), 241-242

ScrollLeft property (forms), 242

ScrollTop property (forms), 242

ScrollWidth property (forms), 242

SearchRecordsWithFind procedure, 202-203

Second function, 69, 363

section settings, reading, 309

security

- digital signatures, 304-305
- macros
 - macro security levels, 302-304
 - overview, 301
 - trusted locations, 301-302

Seek function, 364

Seek statement, 359

Select All command (Edit menu), 243

Select Case statement, 97-101, 359

- FutureValue4()
 - example, 98
- LetterGrade() example, 98-99
- syntax, 97
- VBAColor() example, 99-101

Select Certificate dialog box, 305

Select Database dialog box, 192

Select method, 129, 182

SELECT statement, 196-198

SelectAllOnAllSheets procedure, 158-159

SelectCurrentNamed Range procedure, 161

SelectHomeCells procedure, 159-160

selecting

- controls, 243
- Excel cells/ranges
 - selecting A1 on all worksheets, 158-159
 - selecting home cell on all worksheets, 159-160
 - selecting named range that contains active cell, 160-161

selection handles, 243

Selection object

- Collapse method, 132
- collapsing selection, 132
- creating, 129

- extending selection, 131-132
- MoveEnd method, 130
- MoveStart method, 130
- moving insertion point, 130
- overview, 129
- Type property, 129
- SendMessage procedure, 227**
- SenderEmailAddress property (MailItem object), 221**
- SenderName property (MailItem object), 221**
- sending email messages, 226-227
- SendKeys statement, 359**
- Sensitivity property (MailItem object), 221**
- Sentences object, 133-135**
- SentOn property (MailItem object), 221**
- serial numbers, 68
- sessions (Outlook)**
 - logging off, 233-234
 - logging on, 232
- Set statement, 79, 359**
- SetAttr statement, 318, 359**
- SetKey procedure, 143**
- SetUpJugglingSlides procedure, 183-185**
- SetUpStartPage procedure, 180-181**
- Sgn function, 61, 365**
- Shadow property (Shape object), 179**
- Shape objects (PowerPoint)**
 - adding to slides, 175-178
 - methods, 176-178, 181-182
 - properties, 178-180
 - specifying, 174-175
- Shapes property (Slide object), 173**
- Shell function, 364**
- shortcut keys**
 - assigning to Excel macros, 10-11
 - assigning to Word macros, 9-10
- Show method, 85**
- ShowModal property (forms), 240**
- ShowType property (SlideShowSettings object), 187**
- ShowWithAnimation property (SlideShowSettings object), 187**
- ShowWithNarration property (SlideShowSettings object), 187**
- shutting down Visual Basic Editor, 30
- signatures, digital, 304-305
- Sin function, 61, 365**
- Single data type, 37**
- size attribute (controls), 276
- Size property (MailItem object), 221**
- sizing controls, 244
- slash (/), 55
- Slide objects**
 - adding to presentations, 171
 - methods, 174
 - properties, 172-173
 - Range method, 171
 - specifying, 170-171
- slide shows (PowerPoint)**
 - running, 187-188
 - settings, 187
 - transitions, 186
- SlideMaster property (Presentation object), 167**
- slides (PowerPoint)**
 - creating, 171
 - inserting from files, 172
 - methods, 174
 - properties, 172-173
 - specifying, 170-171
- Slides collection**
 - Add method, 171
 - InsertFromFile method, 172
- Slides property (Presentation object), 167**
- SlideShowSettings object, 187**
- SlideShowSettings property (Presentation object), 167, 187**
- SlideShowTransition property (Slide object), 173**
- SlideShowTransitions object, 186**
- SLN function, 63, 365**
- SmallChange property (ScrollBar object), 253**
- Sort method, 75**
- Source property**
 - Err object, 330
 - Recordset object, 195
- Space function, 65, 369**
- Space\$ function, 65, 369**
- spam, filtering, 224-225**
- SpecialEffect property (forms), 239**
- spell checking, 87**

- SpellCheckTest**
 - procedure, 87
- spin buttons, 253-254**
- SpinButton object, 253-254**
- split buttons (Ribbon),**
 - creating, 280-281
- Split function, 370**
- splitButton element (XML), 280**
- Sqr function, 61, 366**
- StandardHeight property (Worksheet object), 151**
- StandardWidth property (Worksheet object), 152**
- StartingSlide property (SlideShowSettings object), 187**
- StartUpPosition property (forms), 241**
- statements. *See also* functions; methods; loops; procedures**
 - AppActivate, 356
 - Beep, 356
 - Call, 356
 - ChDir, 315, 356
 - ChDrive, 315, 356
 - Close, 356
 - comments, 22
 - Const, 45, 356
 - Date, 356
 - Declare, 356
 - DefBool, 356
 - DefByte, 356
 - DefCur, 356
 - DefDate, 356
 - DefDbl, 356
 - definition of, 355
 - DefInt, 356
 - DefLng, 356
 - DefObj, 356
 - DefSng, 356
 - DefStr, 356
 - DefType, 39
 - DefVar, 356
 - DeleteSetting, 307, 357
 - Dim, 33-34, 357
 - Do...Loop, 105-106, 357
 - End, 357
 - entering, 22-23
 - Enum, 357
 - Erase, 357
 - Error, 357
 - Event, 357
 - executing in Immediate window, 350
 - Exit, 357
 - Exit Do, 110
 - Exit For, 110
 - FileCopy, 315, 357
 - For Each...Next, 109, 357
 - For...Next, 106-108, 357
 - Function, 38, 357
 - Get, 357
 - GetAllSettings, 309
 - GetSetting, 306-307
 - GoSub...Return, 357
 - GoTo, 357
 - If...Then
 - And operator, 95
 - block syntax, 92
 - example, 92-93
 - Or operator, 95
 - single-line syntax, 92
 - If...Then...Else, 357
 - example, 93-94
 - indenting for readability, 94
 - multiple
 - If...Then...Else statements, 95-96
 - syntax, 93
 - Implements, 357
 - indenting for readability, 111
 - Input, 357
 - Kill, 315-316, 357
 - Let, 357
 - Line Input, 357
 - Load, 258, 357
 - Lock, 357
 - LSet, 358
 - MkDir, 316, 358
 - Name, 316, 358
 - On Error, 358
 - On Error GoTo, 325
 - On Error Resume Next, 324
 - On...GoSub, On...GoTo, 358
 - Open, 358
 - Option Base 0|1, 358
 - Option Compare Text|Binary, 358
 - Option Explicit, 351, 358
 - Option Private, 358
 - Print, 358
 - Private, 358
 - Property Get, 358
 - Property Let, 358
 - Property Set, 358
 - Public, 358
 - Put, 358
 - RaiseEvent, 358
 - Randomize, 358
 - ReDim, 42, 358
 - Rem, 358
 - Reset, 359
 - Resume, 327-329, 359
 - Rmdir, 316-318, 359
 - RSet, 359
 - SaveSetting, 306, 359
 - Seek, 359
 - SELECT, 196-198
 - Select Case, 359
 - FutureValue4() example, 98
 - LetterGrade() example, 98-99
 - syntax, 97
 - VBAColor() example, 99-101
 - SendKeys, 359

- Set, 79, 359
 - SetAttr, 318, 359
 - Static, 359
 - Stop, 342, 359
 - Sub, 359
 - Time, 359
 - Type, 359
 - Unload, 259, 359
 - Unlock, 359
 - While...Wend, 359
 - Width, 359
 - With...End With, 359
 - Write, 359
 - Static statement, 359**
 - status bars, displaying messages in, 82**
 - StatusBar property (Application object), 82**
 - Step Into command (Debug menu), 340, 343**
 - Step Out command (Debug menu), 343**
 - Step Over command (Debug menu), 343**
 - stepping into procedures, 343**
 - stepping out of procedures, 343**
 - stepping over procedures, 343**
 - stepping to cursor, 343**
 - Stop Recording command (Macros menu), 7-8**
 - Stop statement, 342, 359**
 - StoreWorksheetNames procedure, 42-43**
 - storing**
 - application settings in Registry, 305-306
 - user input in variables, 45
 - InputBox function, 50-51
 - MsgBox function, 45-49
 - Str function, 65, 370**
 - Str\$ function, 65, 370**
 - StrComp function, 65, 370**
 - StrConv function, 65**
 - String data type, 36**
 - String function, 65, 370**
 - String\$ function, 65, 370**
 - strings**
 - concatenating, 157
 - converting into objects, 140-141
 - String data type, 36
 - string expressions, 63-66
 - string functions, 65, 368-370
 - StrReverse function, 370**
 - Style property (ComboBox object), 252**
 - Sub statement, 359**
 - Subject property (MailItem object), 221**
 - subscripts, 41**
 - subtraction operator (-), 55**
 - supertip attribute (controls), 277**
 - supplementing reminders with email messages, 227-228**
 - Switch function, 103-104, 367**
 - SYD function, 63, 365**
 - syntax checking, 351**
 - syntax errors, 23, 338**
- ## T
- tab element (XML), 272-273**
 - Tab function, 367**
 - tab order (controls), setting, 247-248**
 - Tab Order command (View menu), 247**
 - Tab Order dialog box, 247**
 - tab strips, 254-257**
 - initializing, 256
 - modifying controls in, 256-257
 - TabIndex property (controls), 247**
 - tables, opening recordsets with, 193-194**
 - tabs (Ribbon)**
 - creating, 271-272
 - customizing, 272-273
 - tabs element (XML), 271**
 - TabStop property (controls), 247**
 - TabStrip object, 254-257**
 - initializing, 256
 - modifying controls in, 256-257
 - TabStrip1_Change procedure, 256-257**
 - Tan function, 61, 366**
 - tbToggleDeveloperTab_GetPressed procedure, 290**
 - tbToggleDeveloperTab_OnAction procedure, 283**
 - templates, macro-enabled, 265-267**
 - text (Word)**
 - Paragraph object, 136-138
 - Range object
 - Bold property, 126
 - Case property, 126
 - Delete method, 128-129
 - deleting text, 128-129
 - Font property, 126
 - formatting text, 126
 - InsertAfter method, 127

- InsertBefore
 - method, 127
- inserting text, 127-128
- InsertParagraph
 - method, 127
- InsertParagraphAfter
 - method, 127
- InsertParagraphBefore
 - method, 127
- InsertParagraphsAnd
 - Text procedure, 127-128
- Italic property, 126
- reading and changing
 - range text, 126
- returning with Range
 - method, 125
- returning with Range
 - property, 125
- Selection object
 - Collapse method, 132
 - collapsing
 - selection, 132
 - creating, 129
 - extending selection, 131-132
 - MoveEnd method, 130
 - MoveStart method, 130
 - moving insertion
 - point, 130
 - overview, 129
 - Type property, 129
 - Sentences object, 133-135
 - Words object, 132-133
- text boxes, 249-250**
- Text property**
 - ListBox object, 252
 - TextBox object, 250
- TextBox object, 249-250**
- TextEffectFormat property (Shape object), 179**
- TextFrame property (Shape object), 180**
- ThisDocument object, 116**
- ThisWorkbook object, 146**
- Time function, 69, 363**
- Time statement, 359**
- Time\$ function, 69, 363**
- time/date functions, 362-363**
- Timer function, 69, 363**
- TimeSerial function, 69, 363**
- TimeValue function, 69, 144, 363**
- TimingTest procedure, 320-321**
- title bar captions, 82**
- To property (MailItem object), 221**
- Toggle Breakpoint command (Debug menu), 341**
- toggle button, 251, 282-283**
- toggleButton element (XML), 282-283**
- ToggleButton object, 251**
- ToggleDeveloperTab procedure, 283**
- toolbar, Quick Access, 11-13**
- Tools menu commands, Digital Signature, 305**
- Top property**
 - Application object, 83
 - forms, 241
 - Shape object, 180
- tracking file usage, 307-309**
- transitions (PowerPoint), 186**
- trapping errors**
 - disabling traps, 330
 - Err object
 - methods, 332-333
 - overflow errors, 330
 - overview, 330
 - properties, 330-332
 - type mismatch
 - errors, 330
 - error handlers, 325-327
 - On Error GoTo
 - statement, 325
 - On Error Resume Next
 - statement, 324
 - overview, 323-324
 - Resume statement, 327-329
 - trappable VBA errors, table of, 333-335
- Trim function, 65, 100, 370**
- Trim\$ function, 65, 370**
- true/false decisions**
 - making with If...Then
 - statement
 - And operator, 95
 - block syntax, 92
 - example, 92-93
 - Or operator, 95
 - single-line syntax, 92
 - making with
 - If...Then...Else
 - statement
 - example, 93-94
 - indenting for readability, 94
 - multiple
 - If...Then...Else
 - statements, 95-96
 - syntax, 93
- Trust Center dialog box, 302-303**
- trusted locations, 301-302**
- type function, 62**
- Type keyword, 40**

type mismatch errors, 330

Type property

Recipient object, 226

Selection object, 129

Type statement, 359

TypeName function, 367

U

UBound function, 43, 367

**UCase function, 65,
140, 370**

UCase\$ function, 65, 370

underscore (_), 66

**UndoBoldAndItalic
procedure, 146**

**Ungroup command
(Format menu), 245**

**Unload statement,
259, 359**

unloading forms, 258-259

Unlock statement, 359

**UnRead property
(MailItem object), 221**

Update method, 204

**upper bounds of arrays,
returning, 41, 43**

**UsableHeight property
(Application object), 83**

**UsableWidth property
(Application object), 83**

**UsedRange property
(Worksheet object), 152**

**user-defined constants,
45, 352**

**user-defined data
types, 39-40**

user-defined functions
calling, 26
definition of, 19, 24
entering into cells, 26-27

expressions, 24

structure, 24

writing, 25

**user input, storing in
variables**

InputBox function, 50-51

MsgBox function, 45-49

**UserForm_Initialize
procedure, 256**

**UserForm_Terminate
procedure, 260**

V

Val function, 65, 370

Value property

controls, 259-260

ScrollBar object, 253

variables

arrays

declaring, 41

definition of, 40

dynamic arrays, 41-43

finding lower/upper

bounds of, 41-43

multidimensional

arrays, 44

one-dimensional

arrays, 44

assigning objects to, 79-80

avoiding errors, 35-36

data types

Boolean, 37

Byte, 36

changing, 39

Currency, 37

data type prefixes, 38

Date, 36

DefType keywords, 39

Double, 37

Integer, 36

Long, 37

Object, 36

Single, 37

specifying, 36-38

String, 36

user-defined data

types, 39-40

Variant, 37

declaring, 33-35

explicit declarations,
35-36

implicit

declarations, 35

naming, 34

requiring variable
declarations, 351

storing user input in

InputBox function,
50-51

MsgBox function,
45-49

Variant data type, 37

VarType function, 367

VBA macros. See macros

vbAbort return value

(MsgBox function), 49

**vbAbortRetryIgnore option
(MsgBox buttons), 47**

VbColor function, 100

**vbApplicationModal option
(MsgBox buttons), 47**

VbAwait procedure, 108

**vbCancel return value
(MsgBox function), 49**

**vbCritical option (MsgBox
buttons), 47**

**vbDefaultButton1 option
(MsgBox buttons), 47**

**vbDefaultButton2 option
(MsgBox buttons), 47**

**vbDefaultButton3 option
(MsgBox buttons), 47**

**vbExclamation option
(MsgBox buttons), 47**

**vbIgnore return value
(MsgBox function), 49**

vbInformation option
(MsgBox buttons), 47

vbNo return value
(MsgBox function), 49

vbOK return value
(MsgBox function), 49

vbOKCancel option
(MsgBox buttons), 47

vbOKOnly option (MsgBox buttons), 47

vbQuestion option
(MsgBox buttons), 47

vbRetry return value
(MsgBox function), 49

vbRetryCancel option
(MsgBox buttons), 47

vbSystemModal option
(MsgBox buttons), 47

vbYes return value
(MsgBox function), 49

vbYesNo option (MsgBox buttons), 47

vbYesNoCancel option
(MsgBox buttons), 47

View menu commands
Code, 248
Immediate Window, 348
Tab Order, 247
Watch Window, 344

visible attribute
(controls), 277

Visible property
controls, 247
Shape object, 180
Worksheet object, 152

Visual Basic Editor
displaying, 16
modules
creating, 17-18
opening, 18-19
shutting down, 30

W

Wait method, 104, 141

watch expressions
adding, 344-345
deleting, 346
editing, 346

Watch Window command
(View menu), 344

Weekday function, 69, 363

WeekdayName function,
69, 363

While...Wend
statement, 359

Width property
Application object, 83
forms, 241
Shape object, 180

Width statement, 359

Window object, 88

windows, opening, 88

WindowState property
(Application object), 83

With...End With
statement, 359

wizards, Function, 26-27

word completion feature
(IntelliSense), 30

word count, testing, 102

Word documents
ActiveDocument
object, 116
backing up, 122-124
closing
Close method, 121
closing all documents,
121-122
creating, 118
Document object, 115
macro-enabled docu-
ments/templates, creat-
ing, 265-267
opening
with Open
method, 116
with RecentFiles
object, 116-117
Paragraph object, 136-138
Range object
Bold property, 126
Case property, 126
Delete method,
128-129
deleting text, 128-129
Font property, 126
formatting text, 126
InsertAfter
method, 127
InsertBefore
method, 127
inserting text, 127-128
InsertParagraph
method, 127
InsertParagraphAfter
method, 127
InsertParagraphBefore
method, 127
InsertParagraphsAnd
Text procedure,
127-128
Italic property, 126
reading and changing
range text, 126
returning with Range
method, 125
returning with Range
property, 125
saving, 118
with Save method, 119
with SaveAs
method, 120
Selection object
Collapse method, 132
collapsing
selection, 132

creating, 129
 extending selection,
 131-132
 MoveEnd method, 130
 MoveStart method, 130
 moving insertion
 point, 130
 overview, 129
 Type property, 129
 Sentences object, 133-135
 ThisDocument
 object, 116
 Words object, 132-133

Word macros
 recording, 5-7
 shortcut keys, 9-10

words
 counting, 133
 displaying sentence word
 counts, 134-135

Words object, 132-133

**WordWrap property
 (TextBox object), 250**

Workbook object
 closing workbooks, 150
 creating workbooks, 147
 opening workbooks,
 146-147
 saving workbooks,
 148-149
 specifying number of
 worksheets, 147-148

workbooks (Excel)
 closing, 150
 creating, 147
 opening, 146-147
 recalculating, 140
 saving, 148-149
 specifying number of
 worksheets, 147-148

Workbooks collection
 Add method, 147
 Open method, 146-147

Workbooks object, 146

**Workbook_Open
 procedure, 308-309**

Worksheet object
 creating worksheets, 151
 methods, 152-153
 properties, 151-152
 specifying, 150-151

**WorksheetFunction
 property (Application
 object), 139-140**

worksheets (Excel)
 creating, 151
 functions, accessing,
 139-140
 importing Access data
 into, 208
 individual field
 values, 208
 recordsets, 210-212
 rows, 208-210
 methods, 152-153
 properties, 151-152
 specifying, 150-151

Worksheets collection, 151

Write statement, 359

writing macros
 advantages of, 15
 Developer tab,
 displaying, 16
 example, 20-21
 modules
 creating, 17-18
 opening, 18-19
 names, 20
 VBA statements,
 entering, 22-23
 Visual Basic Editor,
 displaying, 16

**writing user-defined
 functions, 25**

X-Y-Z

XML documents. *See also*
RibbonX
 elements
 checkBox, 281
 comboBox, 288
 dialogBoxLauncher,
 289
 dropdown, 284
 gallery, 285-287
 group, 274-275
 menu, 278
 Relationship, 265, 269
 ribbon, 271
 splitButton, 280
 tab, 272-273
 tabs, 271
 toggleButton, 282-283
 MyRibbon.xml file
 adding to document
 package, 268-269
 creating, 267-268
 renaming and
 opening, 269

Xor operator, 57

Year function, 69, 363