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	Nota di contenuto	MASTERING VBA for Microsoft® Office 2010; Acknowledgments; About the Author; Contents at a Glance; Contents; Introduction; Where to Get the Example Code; What Can I Do with VBA?; What's in This Book?; How Should I Use This Book?; Is This Book Suitable for Me?; Conventions Used in This Book; Part 1: Recording Macros and Getting Started with VBA; Chapter 1: Recording and Running Macros in the Office Applications; What Is VBA and What Can You Do with It?; Understanding Macro Basics; Recording a Macro; Running a Macro; Recording a Sample Word Macro; Recording a Sample Excel Macro
		Assigning a Way of Running the MacroDeleting a Macro; The Bottom Line; Chapter 2: Getting Started with the Visual Basic Editor; Opening the Visual Basic Editor; Using the Visual Basic Editor's Main Windows; Setting Properties for a Project; Customizing the Visual Basic Editor; Closing the Visual Basic Editor and Returning to the Host Application; The Bottom Line; Chapter 3: Editing Recorded Macros; Testing a Macro in the Visual Basic Editor; Editing the Word Macro; Editing the Excel Macro; Editing a PowerPoint Macro; The Bottom Line
		Chapter 4: Creating Code from Scratch in the Visual Basic EditorSetting Up the Visual Basic Editor for Creating the Procedures; Creating a Procedure for Word; Creating a Procedure for Excel; Creating a Procedure for PowerPoint; Creating a Procedure for Access; The Bottom Line; Part 2: Learning How to Work with VBA; Chapter 5: Understanding

the Essentials of VBA Syntax; Getting Ready; Procedures; Statements; Keywords; Expressions; Operators; Variables; Constants; Arguments; Objects; Collections; Properties; Methods; Events; The Bottom Line Chapter 6: Working with Variables, Constants, and EnumerationsWorking with Variables; Working with Constants; Working with Enumerations; The Bottom Line; Chapter 7: Using Array Variables; What Is an Array?; Declaring an Array; Storing Values in an Array; Multidimensional Arrays; Declaring a Dynamic Array; Redimensioning an Array; Returning Information from an Array; Erasing an Array; Finding Out Whether a Variable Is an Array; Finding the Bounds of an Array; Sorting an Array; Searching through an Array; The Bottom Line; Chapter 8: Finding the Objects, Methods, and Properties You Need What Is an Object?Working with Collections; Finding the Objects You Need; Using Object Variables to Represent Objects; The Bottom Line; Part 3: Making Decisions and Using Loops and Functions; Chapter 9: Using Built-in Functions; What Is a Function?; Using Functions; Using Functions to Convert Data from One Type to Another; Using Functions to Manipulate Strings; Using VBA's Mathematical Functions; Using VBA's Date and Time Functions; Using File-Management Functions; The Bottom Line; Chapter 10: Creating Your Own Functions; Components of a Function; Creating a Function
Examples of Functions for Any VBA-Enabled Application

Sommario/riassunto	A comprehensive guide to the language used to customize Microsoft Office Visual Basic for Applications (VBA) is the language used for writing macros, automating Office applications, and creating custom applications in Word, Excel, PowerPoint, Outlook, and Access. This complete guide shows both IT professionals and novice developers how to master VBA in order to customize the entire Office suite for specific business needs.Office 2010 is the leading productivity suite, and the VBA language enables customizations of all the Office programs; this complete guide gives both novice