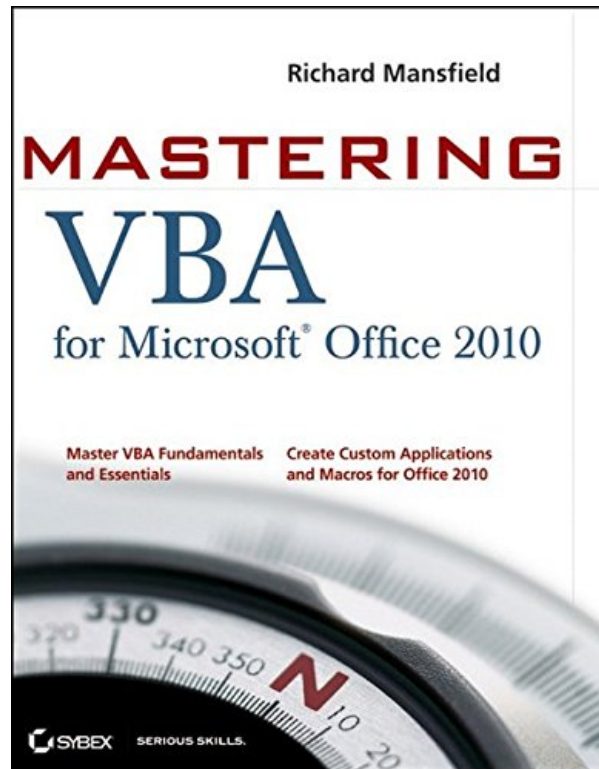


# MASTERING VBA FOR OFFICE 2010 BY RICHARD MANSFIELD



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From the Back Cover

Get more done in less time by automating Office tasks

Take control of Office 2010 with Microsoft's Visual Basic for Applications (VBA) and this practical guide. Even if you're not a programmer, you can easily learn to record and write macros, automate tasks, and create your own custom programs for Word, Excel, PowerPoint, Outlook, and Access.

You'll quickly grasp the basics of recording macros with Office 2010's built-in Macro Recorder, before delving into all the essentials: the Visual Basic Editor, VBA syntax, how to use loops and functions, the keys to building effective code, how to debug and secure your code, programming the Office 2010 Ribbon, and much more.

Coverage includes:

- Recording, writing, and running macros in Office 2010
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Reinforce Your Skills with Real-World Examples

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#### About the Author

Richard Mansfield is the author or coauthor of more than 40 computer books, including Visual Basic .NET Power Toolkit, Office 2003 Application Development All-in-One Desk Reference For Dummies, and Programming: A Beginner's Guide. He is the former editor of Compute! magazine. Overall, his books have sold more than half a million copies worldwide and have been translated into 12 languages.

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# **MASTERING VBA FOR OFFICE 2010 BY RICHARD MANSFIELD PDF**

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 and experienced programmers the knowledge they need to make maximum use of VBA for Office
- Supported with real-world examples in Word, Excel, PowerPoint, Outlook, and Access, this book offers clear, systematic tutorials with both intermediate and advanced content
- Covers learning how to work with VBA; recording macros; using loops and functions; using message boxes, input boxes, and dialog boxes; creating effective code; XML-based files; ActiveX; the developer tab; content controls; add-ins; embedded macros; and security

Mastering VBA for Office 2010 prepares developers to customize all Microsoft Office 2010 applications for the unique needs of their employers.

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- 912 pages

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33 of 35 people found the following review helpful.

Amazing for the Price and NOT dated

By Let's Compare Options Preptorial

What 1,000 page programming guide can you get new for under \$30? OK, this covers ALL the office applications, and you might wonder if it would be better to learn macros and Visual Basic program by program. That depends on your needs. If all you ever do is Excel or Word, you could pay \$30 or more for just ONE of those applications of macros/VBA, and get a LITTLE more depth in terms of specific examples.

BUT-- here's an idea. GET THIS BOOK INSTEAD. It covers all the Office applications, and by the time you've scanned it, you'll have a really good feel for the whole field of VB as applied to customizing office tools. THEN, if, for example, you want to know how to script or record a macro that will convert hyperlinks to end notes in Word, just Google that phrase, and use this reference/text to figure out what the web is telling you to do for that specific task.

With Windows 8 coming out and Office 2013 to 2020 etc., is this a good time to buy this book? An unqualified YES. The VB code and macro recording info are backward compatible to 07 and forward compatible indefinitely. Why? Because the script IS script, and Microsoft has made a 20 year commitment to OOP, including both C# and VB. They are still writing their programs in both as we speak! I'm a developer

on the search side of C#, and all their advanced info shows a continuing commitment to both platforms, so don't fret the usual out of date before it's printed routine (although you are smart to wonder about it!).

Very well contented and indexed, so you can use it both as a study guide and reference. There are other books that give general info on VB and are better for learning the language from the ground up, but even beginners will find this easy to use for specific tool creation, because the authors assume you're looking for specialized applications and macros, not a general education in VB. That said, what better way to learn a language than actually creating tools right off the bat with it?? Will save you time surfing, money on more expensive books, and be a lot of fun seeing how to make many tasks a lot easier in Office, the way professional application developers do, but without needing years of background to do it.

If you're new to scripting, you should also realize that Visual Basic and VBA are different in that VBA is a specific subset of VB written primarily for developing custom APPLICATIONS (the "A") for Office. This is a good thing, because you'll also learn both macros and the VB underneath them. Usually (not always), there are simple ways to execute tasks with macros alone, and in those cases you won't have to use VBA, as it will be running in the background. This book DOES attempt to use Office tools to teach you VBA specifically (and a lot of VB along with it), and does a great job in doing so, whether you're a seasoned developer and macro writer, or just really good at Word and Excel and wanting to expand your ability to automate tasks and customize mini applications, or even create your own plug ins.

20 of 22 people found the following review helpful.

More for the knowledgeable than the newbie

By Ed Zellner

Being a newbie to VBA, I was trying to understand the structure of VBA and then move on to learning the specific commands. This book moves rapidly into commands and it left me wanting to understand the basics better. Although the editor in Office programs gives you hints as to what the appropriate sequences might be, it's still unclear to me. Even after creating many subroutines successfully, I still feel like I'm walking around in the dark. I kept hoping that I'd see the light once I did more of it but that's not the case. I do find myself referring to the book frequently but without web searches, I would have been unable to the work I needed successfully using only this book. There is a lot in the book in that it covers all office applications and is reasonably priced, however, that matters not if you can't get a solid understanding of the fundamentals. I'm looking for something better. It would be helpful to understand when some of the commands would be used and why. A single example is inadequate to really understand what a command can do.

6 of 6 people found the following review helpful.

Excellent Reference for the Novice or Expert

By Tom G

I had been writing my own VBA programs for Excel and was looking to learn more in that application. I was drawn to this book because it was one of the few that addressed the entire Microsoft Office suite; and at the same price as an Excel centric book I figured it would be a good investment. I began flipping through the book looking for quick examples that could get me going. Not finding what I was looking for my first impression was the book was more of a high level overview and not one that would give me the deep knowledge I was looking for. Was I ever wrong! I don't have much patience for reading a technical manual of this size but once I committed to reading from the front cover forward I quickly learned that this book was in fact the tool that I was searching for. The author painstakingly presents real world examples of VBA code and then describes each step with great clarity. You will learn good programming practices that make the user experience easier and of greater value. You will also gain a true appreciation for proper commenting and structure so that if in the future you or someone else has to modify the code it will be familiar and easy to do so.



From a presentation perspective the text sizes and examples are very small and can be difficult to read but the alternative is to create a book that could easily double in page count and cost. I believe that for this book it was worth my squinting a little more than usual. Some additional examples would also be helpful but how much can you honestly expect to be packed into a single book? Maybe a companion workbook would be a good suggestion for the author.

Richard Mansfield is the real deal when it comes to VBA knowledge but most importantly he delivers the learning experience with the proficiency and skill of a master teacher. He reassures you that if some of the material seems hard to conceptualize that you should not worry, and it will be made clear in later chapters. He understands that you are learning and cares enough to mentor you through the process. I learned that turning each page in succession provided me with much more understanding than I would achieve with my impatient shortcutting methods that I normally gravitate to. So as a bonus the author is helping me to learn how to learn.

My original plan for this book was to read it and then donate it to the library but after spending so much time with it I feel it has earned its place on my desk as a valuable and reliable reference. There is little glamour or financial reward in writing such technical manuals and the audience is much smaller than that of the entertainment novels, but the commitment to such an endeavor and to do it well is a tribute to the mastery and dedication of the author. I thank Mr. Mansfield for willing to take on such a project and at least in my case, helping someone to learn the craft the way it should be learned. If you are serious about learning VBA you owe it to yourself to buy this book.

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