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TRAINING

VBA For Access

Duration: 2 days

Prerequisites

Delegates should have a sound knowledge and experience of Access at Advanced level and preferably possess some experience in the use of Macros and Events within Access or other programming language

This VBA For Access training course is designed for experienced users of Access' advanced features, who wish to extend their knowledge to include the use of Visual Basic for Applications (VBA) within Access.

Objectives

Experienced Access users with previous programming experience may find a 1:1 intensive VBA for Access training course achievable in one day. Less experienced users, users without programming experience, or for training in groups, the two day VBA for Access course is recommended.

Course Content

Where Code is stored

- Standard Modules
- Class Modules

Development Environment

- Adding Code to a Form or Report
- Types of Procedures
- Entering Code

Running Code

- Run mode and Design mode
- Running Code from the development environment
- Running Code from the host application

Reusing Code

- Exporting a file
- Importing a file

Using VB for Applications Using Variables

- Lifetime and scope of variables
- Using and writing sub-procedures
- Using and writing Function procedure

Controlling Programme flow

- Conditional structures
- Looping structures
- Trapping errors

continued...



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Beginners Access: 1 day

Advanced Access: 1 day

Advanced Excel: 1 day

VBA for Excel: 2 days

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VBA For Access (continued)

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Debugging

- Using the break mode
- Using the VB Editor debug features

Using Standard VB

- Input Boxes
- Message Boxes
- Standard VB Functions
- Functions in your Code

Access Object Module Forms and Form Events

- Reports and Report Events
- Creating a Workspace Using the Microsoft Jet Engine
- Retrieving a Recordset
- Navigating Records
- Updating Records
- Adding Records
- Querying Data

Using VB

- Using VB Objects, Methods and Properties to manipulate, read, edit and update data in a Database



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