

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Introduction to Access VBA

Course Description:

This course has been designed for the advanced Access user who wishes to make use of the more powerful facilities of MS Access made available by VBA. This course explores the VBA language introducing features and functionality that will encourage confidence, control and creative use of MS Access. The course is aimed at those with little or no previous programming background, although experienced programmers wishing to learn VBA will find it a quick and valuable introduction to the language.

Throughout the course the theme of adopting good programming practices will be encouraged and advice will be given on planning applications systematically, efficiently and economically. The techniques covered are typical of those encountered in a business database application; focusing in particular on triggering VBA from objects such as queries and forms.

Covers all Access versions upto and including Access 2013.

Pre-requisites:

This course is intended for those requiring a good understanding of the features available in the MS Access VBA language.

A sound knowledge of Windows and MS Access including, table creation, query and report writing, functions and relational database concepts gained from practical experience or by prior attendance on an "Access Advanced User" course is essential.

Course Content:

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- **An Introduction to VBA**
 - Macros versus Visual Basic for Applications
 - 'Visual Basic for Applications' Development Environment
 - VBA Objects and the Browser
 - VBA Procedures
 - Calling procedures
 - Utilising the immediate window to call procedures
- **VBA Language, Syntax and Code Compilation**
 - VBA Coding
 - Variables and expressions
 - Branching and Looping
 - Using the if...end if decision structures
 - Using the select case...end select structure
 - Using the for...next structure
 - Using the for each...next structure
 - Using the do...loop structure
 - Guidelines for use of branching structures
 - Comments and Indents
 - Utilising Intrinsic Functions, Variables and Expressions
 - How to declare variables
 - Determining data types
 - Programming with variable scope
 - Harnessing intrinsic functions
 - Adding message boxes and using input boxes
 - How to declare and use object variables
- **Error Handling in VBA**
 - Trapping Errors
 - Writing Useful Error Handlers
 - Using VBA debug features

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- **Manipulating Data through Data Access Objects**
 - Data Access Objects (DAO)
 - ActiveX Data Objects (ADO)
 - Database, Recordset and Dynaset Objects
 - VBA Methods and Properties
 - Finding and Editing Records in a Recordset
 - Handling Queries from VBA
- **Form-Event Procedures**
 - Using Form Events
 - Code Behind Forms
 - Changing Form Properties
 - Export Reports to Word, Excel, email
 - Use the Calendar Control
 - Tying Forms/Reports Together

Course Duration:

2 Days

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