



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft Access VBA (all versions)

Duration – 2 days

Overview

This course introduces the basic techniques and principles of writing procedures using Access VBA (Visual Basic for Applications).

Please note - delegates should already be familiar with the principles of working with tables, queries, forms, reports and macros covered on the Level 1, 2 and 3 courses.

Delegates will code a series of modules and procedures designed to illustrate basic VBA techniques. On completion of the course delegates will be able to apply the techniques covered to developing their own Access applications using VBA.

Content

- VBA Basics
 - VBA and Macros
 - Standard and Class Modules, Procedures and Functions
 - The Access VBA screens
 - VBA Help Features
- Naming Conventions, Variables and Program Control
- Access Objects
- The VBA Editor
 - Finding your way around the VBA screens
 - Code Window
 - Object Browser
 - Properties Window
 - Debug Window
 - Help Options
- VBA Basics
 - Procedures, Functions, Standard and Class Modules
 - Variables, Constants and Arrays
 - Control Structures - Conditions and Loops
 - Auto List and Auto Quick Info
 - Layout and comments
 - Naming conventions

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Continued...



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Microsoft Access VBA (all versions)

Content continued...

- Testing, Error Handling and Debugging
 - Finding out what is really happening
 - Suspending execution
 - Stepping options
 - The Local Window
 - Disabling suspect lines of code
 - Error-Handling options
 - Comment lines
 - Sample modules and procedures
 - Record Navigation
 - Calculations
 - Working with Record Sets
 - Run-time Queries
 - User Defined Functions
 - Communicating with users
 - MsgBox and InputBox
 - Forms and Controls
 - Form and Control Properties
 - Displaying and hiding Forms
 - Toolbars and Menus
 - Customising and creating Toolbars
 - Customising and creating Menus
 - Assigning Macros and Procedures to Menus and Toolbars
 - Displaying and hiding Toolbars and Menus
 - Data Access Objects (DAO)
 - Containers and Documents
 - Working with Recordsets
 - Searching for Records
 - Filtering and Sorting a Recordset
 - Toolbars and Menus
 - Customising and creating Toolbars
 - Customising and creating Menus
 - Assigning Macros and Procedures to Menus and Toolbars
 - Displaying and hiding Toolbars and Menus
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