

## Course Name

**Microsoft Access VBA (1 day)**

## Course Duration

**One Day**

## Course Objectives

This course has been designed to give experienced Access users the skills they need to the basics of VBA Programming. The course is 100% hands-on, with exercises to practice the skills as you learn them.

## Course Content

- **Designing an application**
  - Examining an application
  - Planning an application
- **Automating forms**
  - Working with dialog boxes
  - Working with macro groups
  - Automating navigation across forms
- **Working with Switchboard and Splash Screen forms**
  - Working with Switchboard forms
  - Working with Splash Screen forms
  - Automating Splash Screen forms
- **Creating custom toolbars and menu bars**
  - Working with toolbars
  - Creating custom and shortcut menus
- **Working with VBA code**
  - Discussing VBA programming elements
  - Working with modules
  - Creating procedures
- **Advanced VBA programming**
  - Using control structures
  - Handling events
  - Resolving errors
  - Displaying a Web site
  - Working with MDE files

## Prerequisites

Advanced Access, or a good working knowledge of table creation, basic query and report writing functions and relational database concepts. No programming experience is needed.

**Interested in this course?**

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](http://insighta.co.uk)**