

Course Name

Microsoft Access VBA (2 day)

Course Duration

Two Days

Course Objectives

This in-depth course has been designed to give new or recent Access programmers the skills they need to understand and use the features and facilities of Access made available by VBA.

Course Content

- **Getting Started**
- Introduction to VBA
- Recording & Running a Macro
- Understanding the VB Editor
- Using the Menu Bar
- Using the Standard Toolbar
- Editing Code
- Using Help
- **Procedures and Functions**
- Understanding Modules
- Creating a Standard Module
- Understanding Procedures
- Creating a Sub Procedure
- Calling Procedures & Using the Immediate Window
- Creating a Function Procedure
- Naming Procedures
- Organising Code & Procedure
- Working with the Code Editor
- **Understanding Objects**
- Understanding the Object Browser
- Understanding Classes & Objects
- Navigating the Object Hierarchy
- Referencing Objects
- Understanding Collections
- Working with the Application Object
- Understanding the Form Object
- Working with Properties
- Using the With Statement
- Working with Methods
- Understanding the DoCmd Object
- Working with Events
- Understanding the Order of Events
- **Using Expressions, Variables and Intrinsic Functions**
- Understanding Expressions & Statements
- Declaring Variables
- Understanding Data Types
- Working with Variable Scope
- Working with Variable Lifetime
- Considering Variable Scope & Lifetime Together
- Using Intrinsic Functions
- Understanding Constants
- Using Intrinsic Constants
- Using Message Boxes
- Using Input Boxes
- **Controlling Program Execution**
- Understanding Control-of-Flow Structures
- Working with Boolean Expressions
- 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
- Branching Structures

Continued overleaf

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- **Working with Recordsets**
 - Declaring & Creating Object Variables
 - Working with the ADODB Recordset Object
 - Specifying a Recordset Cursor Type
 - Looking Records for Updating
 - Specifying a Recordset Cursor Location
 - Using the Cache Size Property
 - Understanding Recordset Cursor Properties
- **Debugging**
 - Understanding Errors
 - Debugging Code & Tools
 - Setting Breakpoints
 - Setting Break Expressions
 - Using Break Mode during Run Mode
 - Stepping through Code
 - Determining the Value of Expressions
- **Error Handling**
 - VBA's Error Trapping Options
 - Trapping Errors with the On Error Statement
 - Understanding the Err Object
 - Writing an Error-Handling Routine
 - Working with Inline Error Handling

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?

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