

VBA FUNDAMENTALS IN ACCESS

AVAILABLE IN OFFICE 365, 2016, 2013 & 2010



Introducing Visual Basic for Applications

- ▶ Exploring the Visual Basic Editor
- ▶ Running Code from the Immediate Window

Introducing Visual Basic Code

- ▶ Understanding Objects & Dot Syntax
- ▶ Creating & Organising Modules
- ▶ Commenting & Editing VBA Code
- ▶ The Access Object Model

Writing VBA Code

- ▶ Understanding Procedures
- ▶ Organising Code using With...End With
- ▶ Writing Clear & Structured Code
- ▶ Calling Procedures from Different Locations
- ▶ Using the DoCmd Object to Control Access Interface Features

Variables, Constants & Scope

- ▶ Understanding & Naming Variables
- ▶ Declaring Variables & Data Types
- ▶ Declaring & Using Constants
- ▶ Assigning Values & Objects to Variables
- ▶ Performing Calculations in VBA Code

Message Boxes

- ▶ Creating & Customising Message Boxes
- ▶ Receiving Information from Message Boxes

Input Boxes

- ▶ Creating Input Boxes to Receive User Data
- ▶ Understanding & Customising Input Boxes

Function Procedures

- ▶ Understanding & Using Intrinsic Functions
- ▶ Writing User-Defined Functions
- ▶ Using User-Defined Functions in VBA & the Access Interface

Conditional Control Structures

- ▶ Controlling Program Flow Using IF Structures
- ▶ Using Select Case Structures

Looping Control Structures

- ▶ Repeating Code Using Loops
 - Definite Loops
 - Indefinite Loops

Arrays

- ▶ Understanding Arrays & Their Uses
- ▶ Declaring & Populating Arrays
- ▶ Using Multi-Dimensional Arrays

Working with Recordsets

- ▶ Creating DAO & ADO Recordsets
- ▶ Using SQL to Create Recordsets
- ▶ Navigating in Recordsets
- ▶ Updating Tables Using Recordsets

Coding with Forms & Reports

- ▶ Writing Code for Forms & Reports
- ▶ Working with Controls

Coding For Office Applications

- ▶ Linking to Excel & Word
- ▶ Passing Data to Outlook Emails

Error Handling & Debugging VBA

- ▶ Identifying Error Types
- ▶ Reducing & Debugging Errors
- ▶ Writing Code to Handle Errors

Duration: 3 Days

Target Audience:

Users who need to use the added functionality of Access Visual Basic for Applications to build, maintain, manipulate and automate databases.

Objectives:

At the end of the course users will be able to understand and create VBA code. You will be able to create procedures and functions and use VBA to manipulate data from tables and queries.

Prerequisites:

An advanced understanding of creating Access databases, including table and form design.