

*This course is intended for people who wish to improve their knowledge and skills in the use of Visual Basic for Applications to program applications in Microsoft Access 2003.*

## Pre-Requisites

This course is designed for participants with little or no knowledge of programming. However a sound working knowledge of Access 2003 is essential including formatting, reports, queries and relational databases.

## Duration

3 Days

## Cost

\$990 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### Development Basics

- The Access Development Environment
- The Importance Of Splitting Databases
- Maintaining Links
- Using The Database Splitter
- Using Queries For Reports And Forms
- Access Run-Time
- Understanding Client/Server

### Macros And VBA

- Macro Overview
- Creating Macros
- Assigning Macros
- Creating More Complex Macros
- Converting Macros To VBA Code
- Macros Versus VBA

### VBA Essentials

- Programming Environment Overview
- The Role Of Forms
- Creating A Startup Form
- Understanding Modules
- Code Behind Forms
- Standard Code Modules
- Standard Vs Class Modules
- Naming Conventions

### VBA Subroutines

- Understanding Modules In Access
- The Anatomy Of A Module
- Creating A Subroutine
- Creating A Function
- Calling Procedures
- Passing Parameters
- Returning Values
- Scoping Procedures

### Variable VBA

- Overview Of Variables
- Creating String Variables
- Option Explicit
- Working With Numbers
- Dealing With Overflows
- Working With Decimals & Dates
- Default Values
- Scoping Variables
- Local & Module-Wide Variables
- Passing Parameters

### Interactive VBA

- The Act Of Communicating
- Creating A Simple Input Box
- Creating More Elaborate Input Boxes
- Global Positioning
- Simple Message Boxes
- Creating Larger Messages
- Breaking A Message Line
- Customising Icons And Buttons
- Message Box Functions
- Responding To Different Buttons

### Decisive VBA

- Decisions Overview
- Creating An In-Line If
- Creating A Block If
- Multiple If
- Multiple If Using Text
- Using Case Statements
- Value Ranges In Case Statements
- Case Statements With OR
- Asking Yes/No Questions

### Looping VBA

- Program Loops
- Creating A While Loop
- Taking Care Of Counters
- Creating An Until Loop
- For Each Loops
- Exiting From Loops
- For Next Loops

### The DoCmd Object

- Overview Of DoCmd
- Navigating With DoCmd
- Filtering Records With DoCmd
- Opening A Form With DoCmd
- Opening A Report With DoCmd
- Creating Variable Reports

### ActiveX Data Objects - Tables

- Overview Of ADO
- Setting References Using VBA
- Creating A Table With ADO
- Removing A Table Using ADO
- Populating A Form Using ADO
- Dealing With An Empty Table
- Overview Of ADO With Forms & Recordsets
- Navigating Records In A Form
- Finding, Updating, Deleting A Record
- Adding A New Record

### Debugging VBA

- Overview Of Debugging
- Setting A BreakPoint
- Setting Additional Breakpoints
- Stepping Through A Procedure
- Viewing The Call Stack
- Using The Locals And Immediate Windows
- Adding A Watch
- Deleting A Watch

### Handling Errors In VBA

- Error Handling Overview
- Understanding Common Errors
- Creating A Simple Error Handler
- Understanding The Error Object Model
- More Elegant Error Handling
- Resuming From Errors
- Forcing An Error
- Creating Custom Errors

### Setting Access & Database Options

- describe the options available for Access and Access databases
- set Access and Access database option