

# Microsoft Access - VBA

---

**Duration** 2 days

## Pre Requisites

Delegates should have a thorough understanding of Access, including macros. Programming experience is not essential although some knowledge of procedure based languages may be helpful.

## Objectives

This course is designed for those wishing to know how to program in Access. The course normally lasts two days and comprises of instruction and a significant amount of practical exercises.

## Versions Available

97  
2000  
XP  
2003

## Course Content

- **Introduction**
  - What is Access Basic?
  - Event-Driven Procedures
  - Modules and Code Behind Forms
  - Choosing Macros or Access Basic
- **Creating Modules**
  - What is a Module?
  - Declarations Section
  - Sub And Function Procedures
  - The Module Window
  - The Module Toolbar
  - Edit and Navigation Keys
  - Managing Modules and Procedures
  - Global Modules and Code Behind forms
- **Creating Procedures**
  - Naming Rules and Conventions
  - Incorporating Macro Actions
  - Using the Expression Builder
  - Built in Functions
- **User Defined functions**
  - Function Arguments
  - Returning Values from functions
  - Using user defined functions in queries and forms
- **Event Procedures**
  - The Code builder
  - Referring to form and report controls
  - Event sequences
- **Constants and Variables**
  - Declaring constants
  - Declaring variables, arrays and data types
  - Scope of Variables
  - Scope of Procedures
- **Programming Structures**
  - Branching & Looping
- **Debugging Access Basic**
  - Types of Error
  - Compiling Access Basic
  - Setting Break Points
  - Stepping into and over
  - Using the Immediate Window
- **Error Handling**
  - On error statement
  - Trapping error codes
  - Reporting errors
- **Using Database objects**
  - Objects and Collections
  - Setting object variables
  - Handling Recordsets
  - Adding and editing data
  - Handling and running queries
- **Developing Applications**
  - Event Driven Code
  - Using unbound Forms
  - Setting properties and values on forms and reports
  - Setting configuration options from code
  - Linking Access Basic and Macros
- **Creating Add In Libraries**
  - Configuring an add in
  - Restrictions and requirements