

MICROSOFT ACCESS - VISUAL BASIC FOR APPLICATIONS COURSE OUTLINE

APPLICATION	MICROSOFT ACCESS
LEVEL	VISUAL BASIC FOR APPLICATIONS
DURATION	TWO DAYS
WHO SHOULD ATTEND	The course is designed for experienced users of Access' advanced features, who now wish to extend their knowledge to include the use of Visual Basic for Applications (VBA) within Access.

OBJECTIVES

At the end of the course the delegate will be able to:

Where Code is stored	Standard Modules; Class Modules
Development Environment	adding Code to a Form or Report; Types of Procedures; Entering Code
Running Code	Run mode and Design mode; Running Code from the development environment; Running Code from the host application
Reusing Code	exporting a file; Importing a file
Using VB for Applications	using Variables; Lifetime and scope of variables; Using and writing sub-procedures; Using and writing Function procedures
Controlling Programme flow	conditional structures; Looping structures; Trapping errors
Debugging	using the break mode; Using the VB Editor debug features
Using Standard VB Functions in your Code	Input Boxes; Message Boxes; Standard VB Functions
Access Object Module	Forms and Form Events; Reports and Report Events; Creating a Workspace Using the Microsoft Jet Engine; Retrieving a Recordset; Navigating Records; Updating Records; Adding Records; Querying Data
Using VB	using VB Objects, Methods and Properties to manipulate, read, edit and update data in a Database