

Access VBA

How to choose a course:	When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need.
Course Description:	Automate Access and build more robust applications by learning to program with Access VBA. From simple form and report automation to direct record manipulation using ADO (ActiveX Data Objects).
Ideal Participant:	This course is ideally suited to someone who has either completed the Access 2010 Level2 course or who is confident with building Access databases.
Course Duration:	2 Days

Topics

- **Macros and VBA**
 - creating and assigning macros, creating more complex macros, converting macros to VBA
- **VBA Essentials**
 - orientation with the visual basic editor, VBA fundamentals, understanding and creating modules, exploring the object model
- **VBA Subroutines**
 - creating basic subroutines, subroutine presentation and naming conventions, using comments, running subroutines, calling procedures
- **Using Variables**
 - understanding variables, working with variable data types, declaring variables explicitly, working with variable scope, passing variables
- **VBA Functions**
 - functions vs. procedures, passing data into a function, using variables in a function, returning a value from a function, using functions with Access objects
- **Making Decisions**
 - working with the IF statement, using Else and Elseif for multiple conditions, using AND, OR and NOT logical operators, working with the Select Case statement
- **Looping VBA**
 - the looping concept, creating While/Until loops, working with counters, creating For...Next loops, creating For...Each loops, exiting from loops
- **The DoCmd Object**
 - understand the DoCmd object, opening and closing database objects, controlling record movement, creating variable reports

- **ActiveX Data Objects**

- understanding ADO, setting references using VBA, using ADO to create and remove tables, populating a form using ADO, dealing with an empty table

- **ADO Forms and Recordsets**

- navigating records in a form, finding a record, updating a record, deleting a record, adding a new record, adding a new record

- **Debugging VBA**

- stepping into code, setting breakpoints in VBA, using the Locals and Immediate windows, adding a watch

- **Error Handling in VBA**

- what is a run-time error, common errors, using the On Error statement, simple error handling, using the Err object, using the Resume statement, forcing errors, working with errors

* For course customisation options please contact SLM Images