

## Access

### Access Level 1

Aimed at the novice user who needs to know the basics of good database design

### Access Level 2

Aimed at the self taught or anyone who is familiar with the essentials of databases

### Access Level 3

Aimed at anyone who wants to create complex databases

### VBA for Access

Aimed at the Power User or anyone who wants to create complex & smart databases

## VBA for Access 2003

# Intelligent Programming with VBA Access

### Course Description

This course aims to increase your productivity by providing the skills and knowledge to program VBA in Access 2003 effectively.

### Pre-Requisites

This course is designed for participants who are proficient users of Access 2003. Participants should have extensive experience in formatting, reports, queries and relational databases.

### Outcomes

At the completion of this course, participants will be able to:

- Understand some of the aspects of developing applications in Access 2003
- Create and assign macros and understand the advantages and disadvantages of using macros
- Understand the programming environment and how forms and modules are used in it
- Create and work with subroutines and function procedures
- Create and work with variables
- Input/Message boxes
- IF and CASE statements
- Develop a variety of programming loops for repeating operations
- Use the DoCmd object to perform most of the operations associated with a database
- Use DAO to handle working with data in your programs
- Use ADO to handle working with data in your programs
- Debugging features
- Error checking and safeguarding

### Course Details

Duration: 2 days  
Starting time: 9am  
Finishing time: 4.30pm  
Lunch and refreshments are provided.

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



Australian  
Government  
Endorsed  
Supplier  
Supporting  
Australian Business



Learning Solutions

( 1300 86 87246  
1300 TO TRAIN

# Course Outline

## ∅ 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
- Development Basics Quick Reference

## ∅ Macros And VBA

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

## ∅ 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 Essentials Quick Reference

## ∅ 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
- VBA Subroutines Quick Reference

## ∅ Variable VBA

- Overview Of Variables
- Creating String Variables
- Option Explicit
- Working With Numbers
- Dealing With Overflows
- Working With Decimals
- Working With Dates
- Default Values
- Scoping Variables
- Local Variables
- Module-Wide Variables
- Passing Parameters
- Passing Parameters By Value
- Variable VBA Quick Reference

## ∅ 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
- Interactive VBA Quick Reference

## ∅ 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
- Decisive VBA Quick Reference

## ∅ 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
- Looping VBA Quick Reference

## ∅ The DoCmd Object

- Overview Of DoCmd
- Navigating With DoCmd
- Moving Through Records
- Filtering Records With DoCmd
- Opening A Form With DoCmd
- Opening A Report With DoCmd

# Course Outline

- Closing A Form
  - Creating Variable Reports
  - The DoCMD Object Quick Reference
- ∅ **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
  - ActiveX Data Objects Quick Reference
- ∅ **ADO Forms & Recordsets**
- Overview Of ADO With Forms & Recordsets
  - Navigating Records In A Form
  - Finding A Record
  - Updating A Record
  - Deleting A Record
  - Adding A New Record
  - ADO Forms & Recordsets Quick Reference
- ∅ **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
  - Debugging VBA Quick Reference
- ∅ **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
  - Handling Errors Quick Reference.