



Refine-IT

Course Outline MS Access - Visual BASIC for Applications (VBA) A Two Day Training Course for Non-Programmers

Overview and Goals - This course has been specially designed for the advanced Access user who wishes to make use of the more powerful facilities of MS Access made available by VBA. This course explores the VBA language introducing features and functionality that will encourage confidence, control and creative use of MS Access. The course is aimed at those with little or no previous programming background, although experienced programmers wishing to learn VBA will find it a quick and valuable introduction to the language. Throughout the course the theme of adopting good programming practices will be encouraged and advice will be given on planning applications systematically, efficiently and economically.

Course Objectives - to introduce the techniques of programming in VBA through the development of a typical Access database.

Who Should Attend - Access users who have a strong working knowledge of the product including the development of macros.

Duration - 2 days

An Introduction to VBA

- Macros versus Visual Basic for Applications
- Visual Basic for Applications' Development Environment
- VBA Objects and the Browser
- Visual Basic Editor
- Project Explorer
- Procedures; Inserting Comments
- Printing a Visual Basic Module

VBA Language, Syntax and Code Compilation

- VBA Coding
- Variables and expressions
- Branching and Looping
- Comments and Indents

Error Handling in VBA

- Trapping Errors
- Writing Useful Error Handlers

Developing a Function Library

- Writing your own Functions

Manipulating Data through Data Access Objects and SQL

- Data Access Objects (DAO)
- Database, Recordset and Dynaset Objects
- VBA Methods and Data
- Finding and Editing Records in a Recordset
- Manipulating Imported Data
- Handling Queries from VBA

Form-Event Procedures

- Using Form Events
- Code Behind Forms
- Changing Form Properties
- Tying Forms/Reports Together
- Implementing multi-choice drop-down boxes
- Using the MS calendar control
- Directing output to Excel, Word and email

Course Summary

What you will be able to do

- Build robust database applications that can handle user and other types of error.
- Extend automation beyond that offered by macros.
- Create your own functions.
- Improve data validation.
- Construct efficient and easily maintainable VBA Programs.
- Directing output to Excel, Word and email.
- Change form properties depending on data values.
- Extend the use of list boxes.
- Build background batch processing programs.



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

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