



## Aspect Training

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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

# Access VBA Introduction

**Duration: 3 days**

### Overview:

Aspect Training's Microsoft Office Access VBA training course builds on the skills you've already developed in creating database applications learn on our previous Microsoft Access courses and helps you take them to the next level using Visual Basic for Applications (VBA) to accomplish things you once performed manually.

To facilitate this lofty goal, Access includes the VBA programming language. Even if you've never programmed, Aspect Training's Microsoft Office Access VBA training course will help you learn how to leverage the power of VBA to make your work with Access more efficient than ever before.

Aspect Training's Microsoft Office Access VBA training course is for professionals who use Microsoft Access frequently in their daily work. You have serious work to get done and this course teaches you the essential skills you need to automate your databases as quickly as possible.

### Prerequisites:

Attendance of Aspect Training's Microsoft Access Introduction and Microsoft Access Advance courses or equivalent.

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### Topics:

#### 1 - Getting Started

Introduction to access programming

Understanding the development environment

Using VB help

#### 2 - Developing with Procedures and Functions

Understanding and creating modules

Defining procedures

Creating a sub-procedure

Calling procedures

Utilising the immediate window to call procedures

Making and naming a function procedure

Working using the code editor

#### 3 - Understanding Objects

Understanding classes and objects  
Navigating the Access object hierarchy  
Understanding collections  
Using the object browser  
Working with the application object  
Understanding the form object  
Working with properties  
Using the with statement  
Working with methods  
Understanding the DoCmd object  
Working with events  
Understanding the order of events

#### **4 - Utilising Intrinsic Functions, Variables and Expressions**

Defining expressions and statements  
How to declare variables  
Determining data types  
Programming with variable scope  
Harnessing intrinsic functions  
Defining constants and using intrinsic constants  
Adding message boxes and using input boxes  
How to declare and use object variables

#### **5 - Controlling Program Execution**

Understanding control-of-flow structures  
Working with boolean expressions  
Using the if...end if decision structures  
Using the select case...end select structure  
Using the for...next structure  
Using the for each...next structure  
Using the do...loop structure  
Guidelines for use of branching structures

#### **6 - Working with Recordsets**

Declaring and creating object variables  
Working with the ADODB recordset object  
Specifying a recordset cursor type

Locking records for updating

Specifying a recordset cursor location - optional

Using the cache size property - optional

Understanding recordset cursor properties - optional

## **7 - Debugging the Code**

Defining errors

Working with debugging tools

Determining breakpoints

How to step through code

Working with break mode during run mode

Identifying the value of expressions

## **8 - Handling Errors**

Understanding error handling

Understanding VBA's error trapping options

Trapping errors with the on error statement

Understanding the error object

Writing an error handling routine

Working with inline error handling