



Introduction to VBA – Access 2003/2007

Course Outline

Duration: 2 Days

Development Basics

- Access Development Environment
- Importance of Splitting Databases
- Maintaining Links
- Using the Database Splitter
- Using Queries for Reports and Forms
- Access Run-Time
- Understanding Client/Server

Macros and VBA

- Macro Overview
- Creating Macros
- Assigning Macros
- Creating More Complex Macros
- Converting Macros to VBA Code
- Why You Shouldn't Use Macros

VBA Essentials

- Programming Environment Overview
- The Role of Forms
- Creating a Start-up Form
- Understanding Modules
- Code behind Forms
- Standard Code Modules
- Standard Vs Class Modules
- Naming Conventions

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

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

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

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

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

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
- Closing a Form
- Creating Variable Reports

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

ADO Forms & Recordsets

- Overview of ADO Forms
- Navigating Records in a Form
- Finding, Updating, and Deleting a Record
- Adding a New Record

Debugging VBA

- Overview of Debugging
- Setting a BreakPoint
- Setting Additional Breakpoints
- Stepping Through a Procedure
- Viewing the Call Stack
- Using Local and Immediate Windows
- Adding a Watch
- Deleting a Watch

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