Access VBA macros

2 day course outline

This course covers the following topics (items marked with a * are covered if time allows):

The VBA code editor

- Two ways to create modules
- Using Project Explorer
- Basic subroutines and comments

Messages and variables

- The all-powerful DoCmd object
- Displaying messages
- Getting input from users
- Using variables

Creating functions

- Passing arguments
- Returning values

Visual Basic explained

- Objects and collections
- Methods and properties
- The Access object model
- Getting help in VBA

Attaching code to forms

- Attaching code to buttons
- Attaching code to events
- Manipulating form/control properties
- Making code not form-specific

Looping

- The four types of loop
- Looping over all open forms
- Looping over controls
- Looping over Access Objects

Recordsets

- Choosing ADO or DAO
- Adding data
- Editing data
- Deleting data

Debugging and error handling

- Stepping through macros
- Setting breakpoints
- Trapping for errors

Case studies

- Navigation buttons
- Creating a simple menu
- Validating forms
- Criteria forms

Linking to Excel and Word (*)

- Referencing other applications
- Manipulating Excel from Access

Modifying queries (*)

- Basic SQL statements
- Amending queries' SQL

There will be no more than 6 people on the course. All courses include lunch at a nearby restaurant. Please see our website for testimonials for our training, or email us if you have any questions.