

Introduction to the Course	A two-day course aimed at delegates who want to learn about VB for Applications within Access. To look to develop database solutions, which cannot be found from the user side.
Objectives	To enable you to plan and create solutions within Access VBA, using code that is behind forms, reports and controls, developing program executions. Control other applications.

Course Content

Getting Started

VBA Basics
 VBA and Macros
 Standard and Class Modules
 Procedures and Functions
 The Access VBA screens
 VBA Help Features
 Naming Conventions

Access Objects

The VBA Editor
 Finding your way around the VBA screens
 Code Window
 Object Browser
 Properties Window
 Debug Window
 Help Options

VBA Basics

Procedures, Functions, Standard Modules
 Variables, Constants and Arrays
 Control Structures - Conditions and Loops
 Auto List and Auto Quick Info
 Layout and comments
 Naming conventions

Error Handling and Debugging

Finding out what is really happening
 Suspending execution
 Stepping options
 The Local Window
 Disabling suspect lines of code
 Error-Handling options

Sample Modules and Procedures

Record Navigation
 Calculations
 Working with Record Sets
 Run-time Queries

User Defined Functions

Creating Functions
 User Defined Functions

Communicating with users

MsgBox and InputBox
 Forms and Controls
 Form and Control Properties
 Displaying and hiding Forms

Data Access Objects (DAO)

Containers and Documents
 Working with Recordsets
 Searching for Records
 Filtering and Sorting a Recordset

SQL Statements

Create Simple Query Language code
 Run Queries using SQL

Working with Other Applications

Export/Import Excel Workbooks
 Export to Word Documents/Templates
 Controlling PowerPoint Presentations