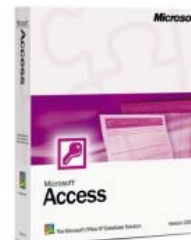




Microsoft Office Access VBA Course Outline



Course aims:

This course will take the delegate beyond simple macros and show how they can use VBA in Access to customise functions.

Pre-Requisites:

Very good knowledge of **database table ,query, form & report** design. Knowledge of macros and macro actions is useful. It is helpful for the delegate to have a specific application in mind as an end goal to help focus on the applications uses.

Who should attend:

Delegates should have a good knowledge of Access Expert Level and have a understanding of why we might need macros. If possible the delegate should have a desired end macro application in mind.

Note: It may not always be possible to cover the full range of topics above during the course. As far as is possible, areas of interest to the delegates will be included. Exercises and tasks will be given during 2/3 day courses

Duration: One/Two/Three Days* A selection of topics will be chosen for a 1 day course

Introduction to VBA Programming

Introduction to Structured Program Techniques

Access Basic Data types

- Defining and Scope of variables
- Object Variables

Functions and Subroutines and Control Structures

Conditional Code and Branching

Looping Structures and Case statements

Objects - Properties and Methods

Compiling and De-bugging techniques

Manipulating Forms

- Modifying Fields
- Changes to Properties
- Changes to the Data Source

Transferring Data

Designing and Using Dialogue Boxes

Opening and Modifying Report properties at Run Time

Using Macro Actions from within Code

Using Macro Menu Actions from within Code

DAO in VBA – (plus in 2000 ADODB)

- TableDefs and QueryDefs
- Linking Importing and Re-Linking
- Building and Using Recordsets
- Recordset Clones
- Building Queries And Recordsets in VBA & SQL

Manipulating SQL statements and using SQL rather than Recordsets

Using the De-bugger

Error Handling and Conditional Compilation



Optimising your Code for Performance

Custom Toolbars and Removing Toolbars

INTRINSIC Constants

- Adding Custom INTRINSIC constants

Accessing the System Database Information

Access Security Modifications from Code

OLE 2 - Referencing other Windows Applications

** Using Active X Controls

What are Class Modules & How to Create them

** Creating Library Databases.

** Making use of the windows API facility

Topics Shown **Time and facilities available only on specific request.