

Objectives After completing this course an attendee will be able to use Visual Basic coding to add extra functionality to a Microsoft Access database.

Prerequisites Attendees should be comfortable working with Microsoft Access.

Duration 2 days

The topics covered on the course are,

1 Introduction

- Some Definitions
- The Visual Basic Editor
- VBA Editor Options

2 Creating Modules

- Creating a Standard Module
- Creating a Function or Procedure
- Programming Techniques

3 Using Variables and Expressions

- Naming Conventions
- Declaring Variables
- Data Types
- Assigning Values

4 Some useful Built-in Functions

- Text Functions
- Date Functions
- Numeric Functions

5 Branching and Looping commands

- If ... Then
- Select Case
- For ... Next
- Do ... Loop

6 Using the MsgBox Function

- Giving the User some Information
- Storing the User Response
- Responding to the User Response

7 Handling Bugs in Your Code

- Language Errors
- Run-time Errors
- Dealing with Logic Errors
- Debug Window
- Breakpoints
- Tips for Reducing Bugs

8 Working with Forms

- Form Properties
- The DoCmd Statement
- Validating Form Entries
- Using Code to Change Form Properties

9 Working with Tables

- Using the Correct Library References
- Databases and Recordsets
- Checking for Duplicate Entries

10 Working with Queries

- Storing the Query Definition as SQL
- Altering the Definition
- Generating the new SQL Statement

11 Dealing with Errors

- The On Error Statement
- Interpreting Error Codes