



Course Outline

Microsoft Office Access VBA - 2 days

Content

Macros

- Creating Macros
- Assigning Macros to Controls
- Group Macros
- Conditional Macros
- The AutoExec Macro
- The AutoKeys Macro

VBA

- An overview
- The Environment
- Working with Modules
- Converting Macros -DOCMD
- Events

Coding Structures

- Control Structures (If, Elseif, SelectCase)
- Looping Structures (Do, For, Next)

Functions

- Purpose
- Creating and using Functions

Variables

- Option Explicit
- Variable Type
- Scoping a Variable
- Testing Variable Contents

User Interaction

- MsgBox
- InputDialog

Debugging and Error Handling

- Breakpoints

- Stepping Code
- The Immediate Window
- Creating Error Traps

Data Access Objects (DAO)

- The Workspace Session
- Manipulating Recordsets
- Creating Queries
- Creating Tables

Active X Controls

- VBA Menus and Toolbars

Concluding Remarks