

Access Macros for PowerUsers

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	A thorough knowledge of Access is essential: however, no knowledge of Visual Basic for Applications is needed.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Introduction

overview of Access VBA • modules • objects • properties • procedures • events

Basics

adding a module • creating a procedure • running a procedure • stepping through a procedure

User Defined Functions

overview • creating • using

Variables

data types • local vs public • manipulating strings • symbolic constants

Control Structures

if...then • select case • for...next • do...loop • nesting controls

Dialog Boxes

message boxes • using forms as custom dialog boxes

Handling Events

mouse events • keyboard events • data events • focus events • errors and timings • default events

User Interface

creating a main form • creating navigation forms • customising menus • customising toolbars

Testing & Debugging

the immediate window • setting break points • running selected portions of code • using the calls dialog box

Communicating with Other Applications

linking with Excel • linking with Word

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