

*"Most of you are familiar with the virtues of a programmer. There are three, of course: laziness, impatience, and hubris." Larry Wall*

**What this course will do for you:**

Visual Basic for Applications (VBA) is an event driven programming language with an associated integrated development environment (IDE) which is built into most Microsoft Office applications, including Microsoft Access. This course introduces you to the basic concepts that underlie this programming language as its use to control many aspects of the Access interface. This course starts you on the journey of writing your own procedures to manipulate user interface features through the automation of forms and controls.

**To get the most out of this course:**

You don't need any previous experience of VBA or writing computer programs but you should be a competent Microsoft Access user.

## Course Topics and Objectives

### **An Introduction to Event Driven Programming**

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You will be able to:

Write procedures that respond the Access Events.

### **Using the Integrated Development Environment (IDE)**

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You will be able to:

Correctly use the Project Explorer to locate Class or Standard Modules.

Use the Properties Pane to change object properties.

Use the Code Window to write your procedures.

### **Discovering Access Objects**

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You will be able to:

Understand how to reference the components of the Access application; forms, subforms and controls.

Use the DoCmd object to manipulate forms.

Browse Access Objects in the Access Object Library.

### **Working with Methods and Properties**

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You will be able to:

Change aspects of objects by correctly assigning Properties.

Manipulate the behaviour of objects by correctly assigning Methods

### **An Introduction to DAO**

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You will be able to:

Use the Data Access Object Library to manipulate recordsets.

### **Constructing Code**

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You will be able to:

Use "If Then", "If Then Else" and "If Then Elseif" decision structures in your procedures.

Use Variables to hold values to be used by the procedure.

Use Select Case statements for complex decision structures.

Use For...Next...Loops to execute code repeatedly until conditionally stopped.

Use On Error statements to control errors in your code.

Step through your code to find bugs.

### **Using the MsgBox and InputBox Functions**

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You will be able to:

Display user messages that respond to user actions.

Display user messages to prompt the user for an action e.g. "Yes/No" Message Boxes.

Collect user information to which the procedure can respond.

### **Using the Dlookup Function**

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You will be able to:

Use the Dlookup Function to retrieve data from unrelated tables.

### **Using Standard Modules**

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You will be able to:

Use Standard Modules to store standard procedures.

Call procedures from Standard Modules.

Creating Function Procedures