



# Visual Basic for Access 2007

## Course Description

This 3 days course guides participants in using some of Access's commonly used formulas. Participant will also learn how to simplify your work in the Access environment by automating many of the repetitive tasks that are part of database development. In this course, participant will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks in Access 2007 environment.

## Course Objective:

Participants will be proficient in using VBA to create macros for automating repetitive tasks in Access 2007

## Prerequisite:

Prior knowledge of Access 2003/2007 and especially suitable for students attended Access 2003/2007 Intermediate and Advance course.

## Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

## Who should enroll this course

Students looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations. In addition, students who already have knowledge of the basics of Access, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

## Training Duration:

Full-time: 3 Days Time : 9.30am to 5.30pm  
Part Time: 6 sessions (twice a week) Time : 7.00pm to 10.00pm

## Course Fees :

Course Fees : S\$799  
Regn Fees : S\$25 (All fees subject to GST 7%)

## DETAILED COURSE OUTLINE

### Getting Started

- Introduction to Programming in Access
- Why Program in Access?
- Understanding the Development Environment
- Using Visual Basic Help

### Working with Procedures and Functions

- Understanding Modules
- Creating a Standard Module
- Understanding Procedures
- Creating a Sub Procedure
- Calling Procedures
- Using the Immediate Window to Call Procedures
- Creating a Function Procedure
- Naming Procedures
- Organizing Code and Procedures
- Working with the Code Editor
- Navigating the Access Object Hierarchy
- Understanding Collections
- Using the Object Browser
- Working with the Application Object
- Understanding the Form Object
- Working with Properties
- Using the With Statement
- Working with Methods
- Understanding the DoCmd Object
- Working with Events
- Understanding the Order of Events

## **Using Expressions, Variables, and Intrinsic Functions**

- Understanding Expressions and Statements
- Declaring Variables
- Understanding Data Types
- Working with Variable Scope
- Working with Variable Lifetime
- Considering Variable Scope and Lifetime Together
- Using Intrinsic Functions
- Understanding Constants
- Using Intrinsic Constants
- Using Message Boxes
- Using Input Boxes

## **Controlling Program Execution**

- Understanding Control-of-Flow Structures
- Working with Boolean Expressions
- Using the If...End If Decision Structures
- Using the Select Case...End Select Structure
- Using the For...Next Structure
- Using the For Each...Next Structure
- Using the Do...Loop Structure
- Guidelines for use of Branching Structures

## **Working with Recordsets**

- Declaring and Creating Object Variables
- Working with the ADODB Recordset Object
- Specifying a Recordset Cursor Type
- Locking Records for Updating
- Specifying a Recordset Cursor Location - Optional
- Using the CacheSize Property - Optional
- Understanding Recordset Cursor Properties - Optional

## **Debugging Code**

- Understanding Errors
- Using Debugging Tools
- Setting Breakpoints
- Setting Break Expressions
- Using Break Mode during Run Mode
- Stepping through Code
- Determining the Value of Expressions
- Handling Errors
- Understanding Error Handling
- Understanding VBA's Error Trapping Options
- Trapping Errors with the On Error Statement
- Understanding the Err Object
- Writing an Error-Handling Routine
- Working with Inline Error Handling