



## Microsoft Access Programming with VBA

**Course Length:** Three Days

### **Course Content**

#### **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

#### **Understanding Objects**

Understanding Classes and Objects  
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 DAO Recordset Object

**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