

## Get Started Here

Microsoft Access is the world's most popular database program.

One-on-One Personal Computer Training provides a comprehensive introduction to Visual Basic for Access and will enable your students to become productive with the product.

## Learning Outcomes

This course is designed for people who are new to databases. It covers the essential features people need in day-to-day advanced use of Access.

At the end of the course, the student will be able to:

- ☞ Understand some of the aspect of developing Microsoft Access applications
- ☞ Create and Assign Macros and understand the advantages and disadvantages of using macros
- ☞ Create and work with subroutines and function procedures
- ☞ Create and Work with variables
- ☞ Communicate with the user through input boxes and message boxes
- ☞ Program decision structures using IF and Case statements
- ☞ Develop a variety of programming loops for repeating operations
- ☞ Use the DoCmd to perform most operations
- ☞ Use DAO to handle working with data
- ☞ Use the Debugging features in VBA
- ☞ Develop safeguards in your program and prevent unforeseen errors

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered.

At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

# Visual Basic for Access 2 Day Course

## Contents

### Level 1 (Day 1)

- ☞ The Access Development Environment
- ☞ Importance of Splitting Databases
- ☞ Maintaining Links
- ☞ Using the Database Splitter
- ☞ Using Queries for Reports and Forms
- ☞ Access Run Time
- ☞ Understanding Client/Server
- ☞ Creating and Assigning Macros
- ☞ Converting Macros to VBA Code
- ☞ Why you shouldn't use macros
- ☞ Role of Forms and creating a start-up form
- ☞ Code Behind forms
- ☞ Standard Code modules
- ☞ Class Code Modules
- ☞ Naming Conventions
- ☞ Creating a Subroutine, Function, Procedures
- ☞ Passing Parameters and Returning Values
- ☞ Creating Strings, working with numbers and dealing with Overflows.
- ☞ Passing Parameters
- ☞ Message Boxes, Breaking a Message Box

### Level 2 (Day 2)

- ☞ Creating an Inline If
- ☞ Multiple If
- ☞ Using Case
- ☞ Asking Yes No Questions
- ☞ Program Loops
- ☞ Creating an Unlimited Loop
- ☞ For Each Loops and For Next Loops
- ☞ Navigating with DoCmd
- ☞ Filtering Records
- ☞ Opening a Form and Report
- ☞ Closing Forms
- ☞ DAO, Creating a Table and Populating a table
- ☞ Dealing with an Empty Table
- ☞ Debugging VBA using Breakpoints
- ☞ Stepping through a procedure
- ☞ Handling errors and forcing and error
- ☞ Error Handling

## Prerequisites

Students should already be familiar with Microsoft Access, PCs and Windows but previous database experience is essential.

## Enquiries

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