

One-on-One Personal Computer Training

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 2007 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:

- be familiar with the basics of developing applications in Access 2007
- create and convert macros into VBA
- make Access start up with the form you select
- create subroutines
- understand how to use variables to generate an output
- understand and create input boxes and message boxes
- create and use decision-making programs
- create and use programming loops
- understand and use the DoCmd object
- recognise and understand many ADO techniques
- use ADO to work with forms and recordsets
- apply a range of debugging tools to your application
- replace obscure error messages with meaningful ones

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 2007 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
- ✓ ADO, 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

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