



Microsoft Access 2010 / 2007 Programming

Course Description:

This course teaches programming concepts and how to add simple functionality to a Microsoft Access 2010 database by using Microsoft Visual Basic® for Applications.

Prerequisite:

The course assumes that students have the following skills:

- Ability to design a relational database
- Ability to use Microsoft Access to create a database with multiple tables, forms, and reports, and to create queries

Course Duration:

21 Hours / 3 Days

1 Getting Started

- Introduction to Programming in Access
- Why Program in Access?
- Creating a Macro
- Understanding Modules
- Creating a Standard Module
- Understanding the Development Environment
- Using the Project Explorer
- Using the Properties Window
- Using the Code Window

2 Working with Procedures and Functions

- Understanding Procedures
- Creating a Sub Procedure
- Creating a Function Procedure
- Calling Procedures and Functions
- Using the Immediate Window
- Working with Code

3 Understanding Objects, Properties, methods and Events

- Understanding Objects and Collections
- Understanding Properties
- Understanding Methods
- Understanding Events

4 Understanding the Access Object Hierarchy

- Understanding Access Objects
- Using the Object Browser
- Controlling the Application Object
- Understanding the Forms Collection and Form Object
- Understanding the Controls Collection and Control Object
- Using the With Statement
- Understanding the Reports Collection and Report Object
- Understanding the DoCmd Object
- Using the Screen Object

5 Using Variables, Arrays, and Constants

- Declaring Variables
- Declaring Arrays
- Declaring Constants
- Declaring Object Variables

6 Using Functions, Message Boxes, and Input Boxes

- Using Intrinsic Functions
- Using Message Boxes

- Using Input Boxes

7 Controlling Program Execution

- Using Control Structures
- Working with Conditional Expressions
- Using the If...Then...End If Structure
- Using the If...Then...Else...End If Structure
- Using the Select Case...End Select Structure
- Using Do...Loop Structure
- Using the For...Next Structure

8 Debugging Code

- Understanding Errors
- Using Debugging Tools
- Stepping Through Code and Setting Break Points
- Understanding Error Events
- Understanding the Err Object
- Using the On Error Statement
- Writing an Error Handling Routine
- Compiling All Procedures