

Duration 2 days

Pre Requisites

Delegates should have a thorough understanding of Access, including macros. Programming experience is not essential although some knowledge of procedure based languages may be helpful.

Objectives

This course is designed for those wishing to know how to program in Access. The course normally lasts two days and comprises of instruction and a significant amount of practical exercises.

Versions Available

97, 2000, XP, 2003, 2007

Course Content

- Introduction
 - What is Access Basic?
 - Event-Driven Procedures
 - Modules and Code Behind Forms
 - Choosing Macros or Access Basic
- Creating Modules
 - What is a Module?
 - Declarations Section
 - Sub And Function Procedures
 - The Module Window
 - The Module Toolbar
 - Edit and Navigation Keys
 - Managing Modules and Procedures
 - Global Modules and Code Behind forms
- Creating Procedures
 - Naming Rules and Conventions
 - Incorporating Macro Actions
 - Using the Expression Builder
 - Built in Functions
- User Defined functions
 - Function Arguments
 - Returning Values from functions
 - Using user defined functions in queries and forms
- Event Procedures
 - The Code builder
 - Referring to form and report controls
 - Event sequences
- Constants and Variables
 - Declaring constants
 - Declaring variables, arrays and data types
 - Scope of Variables
 - Scope of Procedures
- Programming Structures
 - Branching & Looping
- Debugging Access Basic
 - Types of Error
 - Compiling Access Basic
 - Setting Break Points
 - Stepping into and over
 - Using the Immediate Window
- Error Handling
 - On error statement
 - Trapping error codes
 - Reporting errors
- Using Database objects
 - Objects and Collections
 - Setting object variables
 - Handling Recordsets
 - Adding and editing data
 - Handling and running queries
- Developing Applications
 - Event Driven Code
 - Using unbound Forms
 - Setting properties and values on forms and reports
 - Setting configuration options from code
 - Linking Access Basic and Macros
- Creating Add In Libraries
 - Configuring an add in
 - Restrictions and requirements