



4D Training

## Access VBA

### Who would benefit?

This course is designed for experienced Access users who wish to build applications and need to take advantage of the programming features.

### Objective

To give participants an understanding of the Access VBA programming language and its capabilities in a highly practical course.

### Content

- Discuss individual's needs
- Create a working application
  - Forms as menu platforms
  - Dialog properties of forms
- Basic programming structures
  - decisions
  - loops
  - date functions
  - string manipulation
  - use within forms and queries
- Collections and properties
  - manipulate forms, controls and properties
  - Data Access Objects
- Respond to events within forms
- Error handling
  - trap run-time errors
  - debug modules
- Data manipulation
  - create and edit tables and queries in code
  - move through data
  - locate records
  - transactions
  - basic vs. queries

### Duration

One or two days

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Access Advanced