

## Course Overview:

This two day, hands on course will provide you with the basic understanding of Microsoft Access Visual Basic. You'll learn to create sub procedures to automate data in Access forms.

## Course Content:

- Visual Basic Windows
- Editor Options
- Viewing the code
- Access Visual Basic Objects
- Object Properties
- Access VBA Constants
- Programmatically Accessing object Properties
- Types of Properties
- Methods of an Object
- Messages and Events of Objects
- Events
- Variables and Data Types
- Operators and Operands
- Indentation in the code window importance
- Visual Basic Operators
- Comments
- The Edit Toolbar
- Carriage Return-Line Feed (vbCrLf) & vbNewLine
- Introduction to Procedures
- Comparison Operators
- Visual Basic Conversion Functions
- Conditional statements:
  - If, If Then, If Then Else, If Then, Elseif
  - Case Else
- Message Boxes
- Input Boxes
- Loops in Access VBA
  - Do ...Loops
  - For ...Next
  - For ... Each
- Error Handling (Time Permitting)
- Debugging and the Immediate Window
- Properties for a VBA Project
- Project Name
- Project Protection
- Display Options