

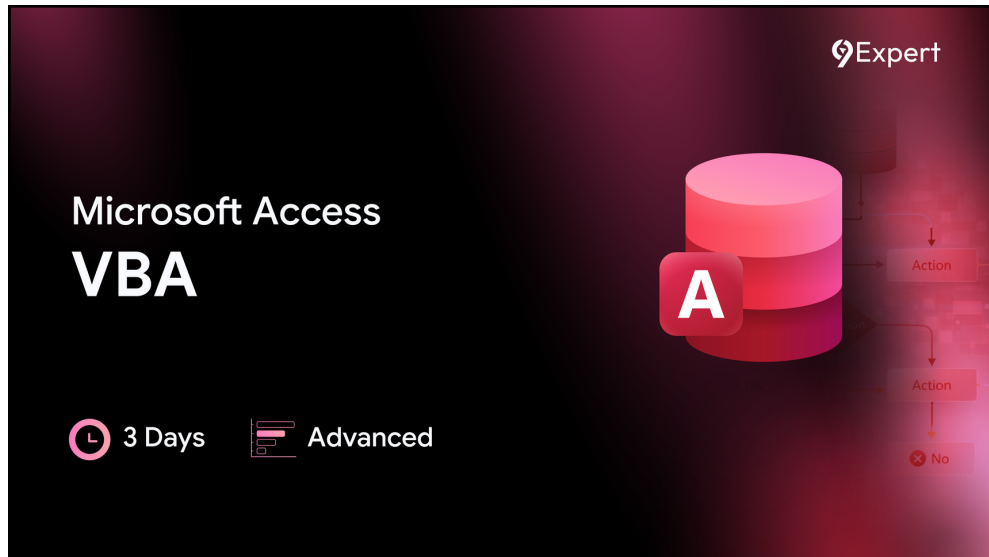


MICROSOFT ACCESS VBA

Course ID : MSA-L3



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Duration: 3 Days

(18 Hours) 09:00 AM – 04:00 PM



Price: CALL (Inhouse training only)

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course provides comprehensive training in developing database applications with Microsoft Access and Visual Basic for Applications (VBA). Participants will learn the principles of structured programming, object-oriented programming, the use of variables, constants, and basic SQL commands such as INSERT, UPDATE, and DELETE. The curriculum covers the use of the DoCmd object for data control, program debugging, and deploying developed applications.

Objectives

1. Developing applications for database management
2. Utilizing Visual Basic for Applications (VBA) to create advanced programs within Microsoft Access

Target Audience

1. Individuals with prior experience in Microsoft Access and basic understanding of database concepts
2. Those seeking to develop Microsoft Access applications beyond the limitations of Wizards or Macros, particularly for advanced form operations

Prerequisites

1. Windows 11 or Windows 10
2. Microsoft Access | Microsoft 365

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Case Studies of Systems Developed with VBA Access

2. Deciding When to Use Macros vs. VBA Access

- Providing guidance on choosing between Macro and VBA development approaches

3. Macro Usage (Review)

- Understanding Macros
- Creating and executing Macros
- Converting Macros to modules or Visual Basic code.

4. Visual Basic for Applications (VBA)

- Introducing to VBA concepts
- Exploring Access Objects and referencing techniques



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

5. VBA Language Structure

- Objects, Properties, Methods, and Events
- Variables and Constants
- Operators
- Conditional Programming:
 - IF...THEN...END IF
 - SELECT...CASE



DAY 2 Morning Session

9:00 AM – 12:00 PM

- Loop Programming:
 - FOR...NEXT
 - DO WHILE...LOOP
 - DO UNTIL...LOOP
- Creating and Calling Sub Procedures
- Creating and Calling Functions

6. Built-In Functions

- String manipulation functions (e.g., generating document numbers, product codes)
- Date and time functions
- Utility functions

7. Basic SQL for Application Development in Microsoft Access

- SELECT
- INSERT
- UPDATE
- DELETE

8. Working with Forms and Reports

- Controls, their functions, and naming conventions
- Objects and properties
- DoCmd objects and methods

- Form Events:
 - Open and Load events
 - Unload and Close events
 - Current event
- Control Events on forms:
 - Click and DoubleClick events
 - BeforeUpdate and AfterUpdate events
 - GotFocus and LostFocus events

- Report events:
 - Open and Close events
 - Page event

9. Program Testing and Debugging

- System testing
- Program debugging

10. Program Testing and Debugging

11. Case Study (from participants)

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