

Microsoft® Access 2019/365

VBA Manual Outline

Chapter 1: What is VBA?	5
Introducing VBA	5
When to use code and when to use macros	5
When do you use macros?	5
What can't you do in macros?	5
Global modules and Code behind Forms (CBF)	6
Global modules	6
Standard modules	6
CBF modules	7
The VBA Screen	8
The Project Explorer	9
The Properties Window	9
The Module Window	10
The Object Box	10
The Procedure Box	11
Declarations	11
Procedures	12
Procedure view button Vs Full module view button	12
Review Questions	12
Exercises	13
Exercise 1: Creating an AutoExec macro	13
Exercise 2: Creating a Global module	14
Exercise 3: Accessing CBF	15
Chapter 2: Understanding Code	16
Visual Basic Objects	16
Understanding Properties and Methods	16
Using Procedures	17
Sub Procedures	17
Function Procedures	18
Arguments	18
Writing code that is easy to read and navigate	19
Checking your options	19
Creating a new procedure	21
Adding Comments	22
Indenting	22
Uppercase vs. Lowercase	22
Auto Quick Info	23
Using Help	24
Using the F1 key	24
Review Questions	25

Exercises.....	26
Chapter 3: Error Trapping	32
Why Error Trap?	32
Syntax Errors.....	32
Run-Time Errors	33
Using the On Error Statement	33
On Error... Go To	33
On Error Resume Next	34
Debugging.....	35
Using Break Mode	35
Using BreakPoints	36
Tips for Avoiding Errors	36
Review Questions	36
Exercises.....	37
Chapter 4: Variables and Constants.....	42
Explaining Variables and Constants	42
Declaring a Variable	42
Available data types	43
Option Explicit	45
Understanding Scope	45
Using a Variable	47
Using Built-in Constants	47
Declaring a Constant	49
Review Questions	50
Exercises.....	50
Exercise 1: Creating and using a Variable	50
Exercise 2: Creating and using a Constant.....	51
Chapter 5: Code Behind Forms.....	53
Understanding CBF	53
Accessing CBF	53
Using the Wizard to create an Event Procedure	55
Creating a command button using the Command Button Wizard.....	55
Examining the VBA code	57
Editing the VBA Code.....	59
Writing Event procedures without using the wizard.....	59
Creating a command button without using the wizard.....	59
Creating a procedure for the On Open Event of a form.....	61
Changing Form Properties Using Code	62
Using Me	62
Review Questions	63
Exercises.....	65
Chapter 6:Control Structures.....	68
What are Control Structures?	68

Decision Structures	68
If...Then	68
If...Then...Else	69
If...Then...Else	69
Using the MsgBox function	69
Select Case	70
Looping Structures	73
Do While...Loop	73
Do...Loop While	73
Do Until...Loop	73
Do...Loop Until	74
For...Next	74
For Each...Next	74
Review Questions	74
Exercises	76
Exercise 1: Using an IF statement to change the properties of a control	76
Exercise 2: Using Select Case to change the properties of a control	77
Exercise 3: Populating a text box by Looping through Code	78
Exercise 4: Looping through Controls on a form using For...Next	78
Chapter 7 : DAO Objects	80
What are DAO Objects	80
Declaring Object Variables	81
Clearing Object Variables	83
Adding a new Table to a database using DAO	83
Adding a new Query to a database using DAO	83
Accessing Existing Tables and Queries using DAO	84
Adding a record to a Recordset	85
Deleting Records from a Recordset	86
Editing Records in a Recordset	87
Using Bookmarks	88
Connecting and Reconnecting Attached tables	89
Review Questions	90
Exercises	90
Exercise 1: Creating a table using DAO	90
Exercise 2: Populating a table using DAO	91
Chapter 8: An Introduction to SQL	93
What is SQL	93
The Select Statement	93
The Select Clause	93
Using *	94
Using AS	95
The From Clause	95
Using AS	95
The Where Clause	95

The Order By Clause.....	96
Using Multiple Tables	97
Join Types.....	98
Self-Joins	99
Duplicate Values	101
Grouping	102
Updating Data using SQL.....	103
Update SQL	103
Delete SQL.....	103
Append SQL.....	103
Make-a-Table SQL	104
Using SQL in VBA code	104
Using the RunSQL command	105
Review Questions	105
Exercises.....	106
Chapter 9: Introducing Automation	110
What is Automation?	110
Using Automation to link external applications to Access.....	110
Adding a Reference to the Object Library	110
Viewing the Object Library in the Object Browser	111
Creating a Simple Word document	111
Copying data from Access to Excel using Automation	112
Review Questions	113
Exercise: Creating an Outlook Contact from Access.....	114
Appendix: Answers to Review Questions	116
Chapter 1	116
Chapter 2	116
Chapter 3	117
Chapter 4	117
Chapter 5	118
Chapter 6	118
Chapter 7	119
Chapter 8	120
Chapter 9	120

TO BOOK A TRAINING COURSE OR TO ORDER MANUALS PLEASE CONTACT

Melanie Jenkins

mel@f1solutions.co.za

ph: +27 79 5978368