

## Access 2016 Visual Basic Programming Introduction

**Length:** 1 Day

**Experience Needed:** N/A

**Summary:** This course is designed to give the advanced Access user the ability to design applications in Access 2016 using Visual Basic for Applications (VBA) – the underlying programming language for Microsoft Applications.

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### COURSE CONTENT

#### 1: GETTING STARTED QUICKLY WITH WIZARDS

- Using Wizards for Application Development
- Creating a Database Using the Database Wizard
- Entering Information into the Database
- Using Existing Data with a New Database
- Adding an Object to Your Application
- Adding and Creating Command Buttons

#### 2: CUSTOMIZING AND APPLICATION WITH VISUAL BASIC

- Customizing a Command Button
- Viewing the Visual Basic Code Behind Your Application
- Modifying a Command Button Created Using the Wizard
- Making a Form Read-Only by Default
- Creating a Command Button Without a Wizard
- Creating Event Procedures for Forms Events
- Displaying a Message to the User

#### 3: FINDING AND FILTERING RECORDS IN A FORM

- Creating a Combo Box to Find Records
- Filtering Data
- Responding to Filtering Events
- Using the If... Then Statements to Check a Condition
- Understanding Filtering Properties
- Using the Immediate Window to View and Set Properties
- Creating an Option Group to Filter Data

#### 4: RESPONDING TO DATA ENTRY EVENTS

- Understanding Form and Control Events Performing Actions as the User Moves in a Form and Changes Data
- Setting the Value of a Control “Auto-Magically”
- Responding to Keyboard Events
- Validating Data
- Asking the User a Question

#### 5: WRITING YOUR OWN FUNCTIONS

- Understanding Modules and Procedures
- Standard Modules and Form Modules
- Creating General Procedures in a Standard Module
- Using the Declarations Section
- Declaring Constant Values
- Creating a Sub Procedure
- Adding Arguments to a Procedure
- Creating a Function
- Using General Procedures on a Form
- Creating General Functions in a Form Module

#### 6: MONITORING AND DEBUGGING YOUR CODE

- Stepping Through Code Line by Line
- Setting a Breakpoint to Stop Running Code
- Stepping from Once Procedure to Another
- Monitoring Variables and Other Values
- Finding and Fixing Bugs in your Code
- Telling Visual Basic to Check Your Code

## 7: RESPONDING TO ERRORS AND UNEXPECTED CONDITIONS

- Replacing Standard Error Messages
- Responding to the Error Event
- Displaying Your Own Message for a Specific Error
- Responding to a Combo Box Error
- Creating Error-Handling Routines
- Handling Errors that Occur when your application is Read-Only
- Anticipating Other problems that cause errors