NORTHWEST
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Microsoft Access Level III – VBA
Course Outline
2-Days   9:00 am – 4:00 pm

Course Description:	Delve deeper into creating and using macros for form and menu system control and explore the Visual Basic for Applications (VBA) language. You will learn to use objects, events, properties, and methods as well as how to use variables, loops, If statements, case statements, and more. Learn to use VBA to manipulate objects and properties and make it easier for users to navigate and use your database.

Module 1: Access Review
- Creating a Menu System
- Creating Macros for the Main Menu
- Understanding Macros and Submacros
- Adding Comments
- Assigning Macros to Command Buttons
- Converting Macros to Visual Basic Code

Module 2: Getting Started in Visual Basic
- What is VBA?
- Exploring the Visual Basic Editor
- Using the Project Explorer
- Working in the Properties Window
- Definitions of Common Terms
- Sub Menus
- Creating VBA for Command Buttons
- Adding the Commands to the Menu System
- Form Code Examples

Module 3: Understanding & Creating Modules
- Creating a Module
- Creating a Procedure
- Understanding Variables
- Variable Naming Rules
- Using Variables in Code
- Setting the Variable Data Type
- Declaring Variables
- Using Multiple Variables
- Programming Terms
- The Procedure
- Using the InputBox Function in Code
- Running a Procedure
- Using the IF statement in Code
- Putting the Steps together in a Procedure
- Adding the Commands to the Menu System

Module 4: Loops
- Introduction to Loops
- Understanding Fixed Duration Loops
- Understanding Conditional Loops
- Do...Loop Until
- Do While...Loop

Module 5: Using Functions as Variables
- What are Functions
- Function Structure
- The DatePart() Function
- The DateDiff() Function
- Other Common Functions

Module 6: Referencing Functions in Code
- Function Setup
- Using Objects as Variables
- Object Data Types
- Assigning Values to Object Variables
- Using the Select Case Statement
- Using the Edit, AddNew, and Update Methods
- Using Variables to Update Table Data
- The With Statement

Module 7: Creating & Referencing Functions
- User Defined Functions
- Creating the Function
- Referencing the Function

Module 8: Applying User Defined Functions
- Creating the Program
- The DLookup() Function
- Indexing and Searching
- Running the Finished Program

Module 9: Understanding Events
- What is an Event
- General Events
- Form Events
- Form Data Events
- Control Event Procedures
- Report Event Procedures
- Report Section Events
- Order of Events

Appendix: Functions and Programs
- Functions and Programming Structures
- Miscellaneous Macro Examples