

Microsoft Access 2013-2019/365

Level 3: Adding Automation

3 Day Course

Training at Your Office



COURSE DESCRIPTION

Take the final step from functional databases to completely automated ones. Dip your toes into the powerful VBA Language (Visual Basic for Applications) that makes it all possible by letting you automate almost any task with a single click.

Course Prerequisites: You should be very comfortable with the Level 2 topics.

COURSE TOPICS

Built-in Functions

Date Functions (Year, Day, Month & MonthName, Weekday & WeekdayName, Date, Now, DateSerial)
Special Functions (IIF, Switch, IsNull, Format, Eval, CurrentProject, CurrentObjectName)
Text Functions (Left, Mid, Right, InStr, Chr, UCase, LCase)
Domain Functions (DMax, DMin, DSum, DAVg, DCount, DLookup)

Compact & Repair

Compacting/Repairing a Database
Compacting Database on screen
Making a Compacted Copy

Setting Default Program and Database

Options

Application Title/Icon
Navigation Options
Datasheet Options
Defaults for Tables, Queries, Forms & Reports

Importing and Exporting Data

Importing/Exporting with Excel
Importing Outlook Data
Linking to Other Databases or to Excel

VBA Automation

Overview

Macros vs. Code
Module Types
Understanding Events

Events

Click
BeforeUpdate
AfterUpdate
NotInList
Close Events
Open Events
Delete Events
Cancel Events
Form Current

Procedures & Modules

Understanding Wizard Code
Module Window
Deleting Procedures
Comments
About Control & Object Names
Procedure Level Variables
Creating General Procedures
Creating Database Modules
Debug/Immediate Window
Intrinsic Constants

Commands

Closing Objects
Setting Values in Controls (text, numbers, formulas)
If, Else, Elseif, Endif
Select Case
Displaying a MsgBox
SendKeys
Delete Records
Showing/Hiding Controls
Setting Control Properties
Calling Procedures
Passing Parameters
Setting Input Masks
Find Combo Box
Email Command Button
Moving Through Records
Requery Controls
Referencing Forms
Is a Form Open?
Error Handling
Case vs. If
Null vs. ""
Creating Labels

Functions

MsgBox(), InputBox()
Format()
IsNull()
Dlookup(), Dmax(), DCount()



Phone: 905-722-5535
www.GumpTraining.com
info@gumptraining.com