

# Microsoft Access

## Level 3: Adding Automation

3 Day Course

Training at Your Office or Virtual over Zoom



### 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()



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