



Central IT Training

Access 2003 Advanced

Course Duration 2 Days 9:30am to 4:30pm

Overview

This course is designed to introduce delegates to the advanced areas of Access, with the main emphasis of the course being on using VBA to provide increased functionality, expand control and improve performance. The course covers an introduction to VBA, programming Access with VBA and addresses Security issues.

Minimum Requirements

Delegates should have a good knowledge of Access to Intermediate level.

Course Contents

Introduction to VBA

- When to Use VBA
- The Programming Environment
- Coding Tips
- Documenting Code
- Colour in the Module Window
- Using the Object Browser

Programming Access with VBA

- Access Applications Model
- Collections
- Syntax Rules
- What are Variables?
- Naming Variables
- What are Data Types?
- Assigning Data Types
- Option Explicit Option
- Option Compare
- Understanding Scope
- Local v Public
- Writing Procedures

Saving the Database as MDE

- Why save as MDE?
- Protect VBA Code
- Optimise Memory
- Restrictions when using MDE

More Advanced VBA

- Passing Arguments to Code
- Information in a message box
- TYPE Argument
- Button Defaults
- The IIF Function
- If.. Then.. Else
- Looping in VBA

Security

- Why have Security?
- Encrypting the Database?
- Setting a Database Password
- User-Level Security
- Defining User/Group Accounts
- Modify User/Group Accounts
- Delete User/Group Accounts
- Memberships
- Setting Permissions

Troubleshooting

- Debugging Code
- The Debug Window
- Preventing Run-Time Errors
- Table of Error Values
- Logging Errors