



Cleary  
Training  
Associates



Customised IT Training & Development

## Course Outline | Microsoft Access Level 4

**Duration:** 2 Day

**Objectives:** Students will learn the programming capabilities of Microsoft Visual Basic for Applications in Microsoft Access applications to write custom functions and event-driven procedures. Find and trap errors and validate data using Visual Basic for Applications.

**Prerequisites:** This course is aimed at existing users of Microsoft Access who have attended the Microsoft Access Level 1, 2 and 3 courses or have a good understanding of Microsoft Access and have the ability to create tables, queries and forms.

### Introduction to Programming

- Using Visual Basic Help
- Writing Procedures
- Working with Variables
- Controlling Program Flow
- Calling Procedures

### Responding to User Actions

- Overview of the Class Application
- Adding Event Procedures
- Working with Events
- Using Objects, Properties, and Methods
- Using the **DoCmd** Object

### Validating Data

- Overview of Data Validation
- Validating Data without Code
- Validating Data with Code

### Using Functions

- Understanding Functions
- Using Functions

### Using Debugging Tools

- Types of Errors
- Adding Error Handling

### Handling Runtime Errors

- Overview of Looping Structures
- For Loops
- Do Loops

### Working with Records

- Working with Record sets
- Retrieving Records
- Structured Query Language (SQL)
- Manipulating Data

### The Applications

- Reviewing the Application
- Enhancing User Interface
- Packaging for Delivery