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Sign up

Office programming training
3 days (21 hours)

Presentation

Visual Basic for Applications (VBA) is an implementation of Microsoft Visual Basic that is integrated into all Microsoft Office applications.

VBA involves acquiring the basics of programming, then creating user interfaces, manipulating database data, optimizing and securing the program.

You'll learn how to program procedures and functions, manipulate data objects (tables, queries, SQL, Recordset, ADO DB, ODBC), collaborate with Office suite applications, control interface objects (forms, reports, etc.) and import and export data.

Objectives

- Develop Access applications using Visual Basic for Applications (VBA), Data Access Objects (DAO) and ActiveX Data Objects (ADO).
- Learn how to design a database and tables
- Improving database ergonomics
- Introduction to VBA and SQL languages

Target audience

Developers and professional users wishing to create Access databases and optimize them through programming.

Prerequisites

- Knowledge of office software such as Word and Excel

Program

Revision of basic knowledge

- Working with the Visual Basic editor
- Definition and validity of variables
- Procedures and functions
- Instructions, jumps and loops
- The With instruction
- Error search and handling
- Working with VBA

Introduction to object technology

- Objects and their hierarchy
- Methods
- Properties

The Application Object & DBEngine

- Forms
- Deferrals
- Screens
- DoCmd

Events

- Working with events
- Interrupting an event
- Standard events

Data access with DAO

- Creating data access objects
- DBEngine and Database
- Recordsets and QueryDefs
- Access to table definitions

Data access with ADO

- Creating data access objects
- Connections, Recordsets and Views
- Access to table definitions

Completing applications

- Start command lines and options
- Front-End and Back-End
- MDE databases
- Customized symbols and menus

Office-Developer-Tools

- Access-Runtime-Version
- Help Workshop
- Setup-Set

Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.