

# Microsoft® Access VBA

**Outline:**

Microsoft Office Access 2010 is the newest version of Microsoft's popular database program. This advanced level is intended to help those who are familiar with Access do more with their database by exploring form controls and data management.

Highlights of the course include using SQL queries, macros, and Visual Basic code. We'll also discuss using PivotTables and PivotCharts.

**Audience:**

Experienced and Intermediate-Level Database and Microsoft Excel and Access Users, General Managers, Database Managers, Database Developers and Programmers.

This course requires the following prerequisites:

- User Knowledge of Microsoft Windows XP or Vista.
- Intermediate Knowledge of Microsoft Access 2000-2010

## Summary

**Section 1: Advanced Data Management**

- Referential Integrity
- Table Relationships
- An Introduction to SQL
- Modal Dialog Boxes

**Section 2: Advanced Form Tasks**

- Using Subforms
- Creating a Navigation Form
- Advanced Form Controls
- Exporting a Form
- Other Form Tasks

**Section 3: Pivoting Data**

- Creating a PivotTable
- Using PivotTables
- Advanced PivotTable Tasks
- Creating a PivotChart
- Using PivotCharts

**Section 4: Advanced Topics**

- Access and Windows
- Splitting Your Database
- Using Outlook with Access
- Using Access 2010 with SharePoint Server
- Access and Web Databases

**Section 5: Macros and Visual Basic for Applications (VBA)**

- Macro Basics
- More about Macros
- Access and VBA
- Building Advanced Procedures
- Using VBA in a Database