Course : Access, developing applications in VBA, getting started

optional remote TOSA® certification
Practical course - 4d - 28h00 - Ref. BAA
Price : 2650 CHF E.T.

This course will teach you how to develop management applications in Access using the VBA language. You'll learn how to create menus, dialog windows, messages, trigger events and exploit data.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Use VBA syntax to program the display of input forms
- ✓ Program events to process user actions on forms and reports
- ✓ Use data update instructions
- ✓ Program processes to communicate with other applications
- ✓ Manipulate the development environment to create a debugged and finalized application

Intended audience
Anyone wishing to automate processes and develop applications in Access.

Prerequisites
Basic knowledge of Access development or knowledge equivalent to that acquired in the course "Mastering Access, Level 2".

Practical details
Hands-on work
Alternating conceptual and practical presentations.

Teaching methods
Active pedagogy based on exchanges, practical exercises and assessment of acquired skills throughout the course.

Course schedule

PARTICIPANTS
Anyone wishing to automate processes and develop applications in Access.

PREREQUISITES
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TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Visual Basic editor

- Project explorer. Code modules.
- Properties window. Debugging tools.

2 Understanding the structure of the VBA language

- Writing rules and syntax.
- Variables and data types.
- Procedures and functions in VBA.
- Control and iterative structures.
- Objects, their properties and methods.
- Form and Control objects. Object collections.

Exercise
Create forms containing input controls. Create functions.

3 Manage events

- Access object event categories.
- The sequence of events.
- Data update events.
- Event procedures.

Exercise
Define an event procedure following a user action.

4 Programming an application

- Hierarchy of forms, reports and controls.
- Managing actions and procedures on objects.
- Creating menus and toolboxes.
- The CommandBar object for ribbon management.
- Menu controls and event handlers.
- Application startup options.

Exercise
Program events in response to actions on forms and reports.

5 Configuring CAD/ADO objects

- Understand the use of CAD and ADO objects.
- Read data with the Recordset object.
- Modify data with the Execute method.

Exercise
Execute SQL update statements.

6 Dealing with errors

- The different types of error.
- Various error management tools.

Exercise
Manage errors.

(7) Communicate with external applications

- Reference an external bookstore.
- Control Word for a direct mail service.
- Control Excel to export/import data.
- Import a text file into a table.
- Export a table to a text file.

Exercise
Export query results to Excel file. Import Excel file into a table.

(8) Finalize application

- Local installation in client-server mode.
- The linked table manager.
- Database compacting.

Options

Certification : 80 € HT

TOSA® VBA certification certifies the learner's skills on a 1,000-point scale for a period of 3 years. Subscription to the certification option is made at the time of registration, and commits the learner to taking the online exam within 4 weeks of the session. The exam lasts 1 hour and consists of 25 exercises alternating between manipulations on the applications and multiple-choice questions, the difficulty of which varies according to the learner's answers. Unless specifically requested, the course is given by default in French and on the most recent software version. Once the exam has been completed, the learner can consult his or her results on-line, and receives an e-mail with a certificate, a detailed description of his or her skills and a diploma.

The certification option comes in the form of a voucher or invitation that will allow you to take the exam at the end of the training course.

Dates and locations

REMOTE CLASS
2026 : 10 Mar., 2 June, 13 Oct.