

Index

• Symbols •

' (apostrophe), 52, 83
 ! (bang character), 81, 155, 359
 : (colon), 290
 := (colon equal sign), 45
 , (comma), 38, 42, 43
 _ (continuation character), 156–158
 . (dot), 79, 81, 359
 = (equal sign), 80
 ! (exclamation point), 138
 * (multiplication operator), 106
 () (parentheses)
 checking, 275–276
 for ending procedure, 37, 42, 353
 | (pipe), 63
 + (plus sign), 44, 106, 157
 # (pound character), 83
 ? (question mark), 79
 " (quotation marks), 58, 83, 353
 [] (square brackets)
 in Access, 91
 as representing argument, 40, 41
 as representing name, 154–155
 typing, 353

• A •

Access 2003 All-in-One Desk Reference For Dummies (Alan Simpson, Margaret Levine Young, Alison Barrows), 9
Access 2003 For Dummies (John Kaufeld), 9
 Access (Microsoft)
 class module, 12–15
 client-server relationship and, 297–303

 database window, 10
 description of, 1
 11.0 Object Library, 31
 Help system, 354
 learning before using VBA, 351
 Modules container, 10
 Query menu, 122
 references for learning about, 9
 standard module, 12–13
 switching between Visual Basic editor
 and, 15–16
 accessing object library, 317–319
 Action Arguments, 311–312, 315
 action query
 hiding warning message, 125–126
 on one record, 136
 overview of, 121–123
 Add Procedure dialog box, 36, 37
 address, correcting case of with
 PCase() function, 248–252
 ADO (ActiveX Data Objects), 141
 AdOpenDynamic cursor type, 145
 After Focus event, 89
 After Insert Event form event, 98
 After Update event, 220
 All tab (Properties sheet), 185, 203
 AllForms collection, 149
 AllTables collection, 209
 Alt+F11 (switch between Access and Visual Basic editor), 16, 354
 Alt+Q (close Visual Basic editor), 15
 AND operator, 67
 apostrophe ('), 52, 83
 appearance of object, changing
 color, 99–103
 font or style of text, 103
 special effects, 103–104
 With...End With statement, 104–105

372 Access VBA Programming For Dummies

append query, 122, 131–132
 appending record to table
 overview of, 131–132
 with query, 133–134
 single, with SQL, 132–133
 application modal, 178
 Application object
 description of, 319–320
 Outlook, 326
 argument
 CursorType (recordset), 142–143, 145
 definition of, 40
 function and, 244–245
 Help page and, 43–45
 keyword support for, 41
 LockType (recordset), 143
 MsgBox() keyword, 43–45, 177–179
 named, 45
 OpenForm method of DoCmd object,
 107–108
 order of, 45
 parameters and, 161
 square brackets ([]) and, 40, 41
 Sub procedure, 56
 syntax for, 55
 title, 44
 value for, 42
 argument list, 55
 array, storing data in, 58–60
 ASCII number, 191
 asking question of user, 362–363
 Automation technology, 28, 317

• B •

BackColor property, 100
 back-end database table, 298, 299, 300
 backing up data, 135
 BackStyle property, 101
 bang character (!), 81, 155, 359
 Barrows, Alison, *Access 2003 All-in-One
 Desk Reference For Dummies*, 9
 Beep method of DoCmd object, 81–82

Before Update event, 89
 binding dialog box to table, 184
 blank space, inserting in code, 157
 BOF property, 145
 book, Web site for, 5
 bookmark, 326, 327
 Boolean data type, 53, 62
 BorderColor property, 100
 BorderStyle property, 101
 Bound Column property, 230, 232–233
 bound control, adding to form, 187
 breaking long line of code, 156–158
 breakpoint
 clearing, 284–285
 setting in code, 280–284
 bug, definition of, 267
 Build button (Design view), 241, 242
 Building a List of Report Names
 listing, 194
 button
 default, for message box, 178–179
 On Click event and, 87
 buttons argument of MsgBox()
 keyword, 43–44, 177–179
 Byte data type, 53, 62

• C •

calling procedure
 from event, 170–172
 overview of, 18
 changing. *See also* appearance of object,
 changing
 contents of control, 360
 control type, 204
 table record, 134–136
 value of property, 80
 checking
 parentheses, 275–276
 whether form is open, 358
 class, definition of, 14, 31, 76
 Class icon, 78

- class module (Access)
 - description of, 12–13, 87
 - finding, 13–15
 - Me term, 155
 - Project Explorer and, 24
- Classes list (Object Browser), 31
- clearing breakpoint, 284–285
- client, definition of, 297
- Close method of DoCmd object, 109
- closing
 - form, 109
 - Object Browser, 33
 - recordset, 146
 - table through VBA, 130–131
 - Visual Basic editor, 15–16
- code. *See also* listings; syntax
 - automating task and, 12
 - blank space, inserting in, 157
 - breaking long line of with continuation character (`_`), 156–158
 - in class module, 14
 - commenting, 52–53
 - conventions for, 2
 - converting query to, 129
 - copying, 355
 - creating in pieces, 265
 - definition of, 11
 - encapsulation of, 218–219, 221
 - linking to external data through, 305–307
 - modifying existing, 46–48, 57, 123–125, 153–154
 - object and event for, choosing, 92–95
 - `PaymentMethod_AfterUpdate()` procedure, 93–95
 - recordset, creating, 139–140
 - sample, acquiring, 51
 - slowing down, 280–284
 - typing, 27–28
- Code window (Visual Basic editor)
 - Help methods in, 84
 - overview of, 15, 16, 26–28
 - shortcut keys, 367–369
 - viewing existing code in, 153–154
- CodeContextObject, 155
- collection
 - AllForms, 149
 - AllTables, 209
 - Count property, 79, 147–148
 - CurrentProject.AllForms, 358
 - CurrentProject.AllReports, 190
 - enumerating, 147–153
 - Forms, 72, 73, 79, 149, 358–359
 - looping through, 147–148
 - object compared to, 72–74, 148
- colon (:), 290
- colon equal sign (:=), 45
- color
 - for dialog box, 186
 - of object, changing, 99–103
- Color Builder, 100–101
- Column Count property, 232
- combo box
 - creating, 189–190
 - description of, 188–189, 201–202
 - drop-down menu, customizing, 195
 - dynamic drop-down list for, building, 190–194
 - field names, listing, 204–206
 - hidden values in, 229–233
 - linking lists, 217–219
 - linking lists across forms, 223–229
 - properties, 203
 - as quick find tool, 233–236
 - self-referential, creating, 237–239
 - table/query field values, listing, 213–217
 - text options, listing, 207–213
 - unbound control, adding to, 202–203
 - updating, 224–226, 361
 - updating from table, 222
 - updating report names in, 221–222
- Combo Box Wizard, 231–232, 234–235, 238
- comma (,), 38, 42, 43
- Command Button Wizard, 288–289
- commenting code, 52–53
- comparison operators, 66–67
- compilation or compile time, 269

374 Access VBA Programming For Dummies

- compile error
 - cause of, 269
 - description of, 270, 271–273
 - Expected: end of statement message, 274
 - Expected: expression message, 273–274
 - Expected: list separator or) message, 274–275
 - message example, 28, 272
 - understanding message, 271
- compiling line of code, 28
- concatenating strings, 157
- condition, description of, 63
- conditional expression, 66–67
- connection
 - closing, 146
 - defining, 140–141
 - to external program, 321–322
- constant
 - buttons argument of MsgBox() keyword, 178–179
 - color, 100
 - definition of, 38, 43
 - list of, 39
 - storing data in, 58
- Constant icon, 78
- continuation character (`_`), 156–158
- control. *See also* combo box; list box
 - adding to dialog box, 186–188
 - bound, adding to form, 187
 - changing contents of, 360
 - changing type of, 204
 - description of, 73
 - enabling or disabling, 90–91
 - event and, 89
 - filling with data, 105–107
 - locking and unlocking, 96
 - moving cursor to, 359–360
 - naming, 203
 - on open form, referring to, 359
 - requering with every new record, 238–239
 - showing or hiding, 95–96
 - spin box, creating, 195–198
 - unbound, adding to form, 187, 202–203
 - updating on separate form, 228–229
 - Visible property, 79–80
- Control Wizards
 - adding control to dialog box and, 187
 - Combo Box Wizard, 231–232, 234–235, 238
 - error-handling code and, 288–289
- Control Wizards button
 - Design view, 17
 - Toolbox, 231
- converting
 - linked table to local table, 300
 - macro to VBA code, 313, 314
 - query to code, 129
- CopyFromRecordset method (Excel), 344
- copying
 - code from Web, 46–47, 355
 - data before querying, 135
 - data before testing, 251
 - SQL statement into VBA code, 123–125
 - table or query results to Excel worksheet, 344–347
- CopyObject action, 314
- Count property of collection, 79, 147–148
- CREATE TABLE statement (SQL), 129–130
- Ctrl+C (Copy), 46
- Ctrl+F8 (Run to Cursor), 283
- Ctrl+Shift+F8 (Step Out), 283, 284
- Ctrl+V (Paste), 46
- Currency data type, 53, 62
- CurrentProject.AllForms
 - collection, 358
- CurrentProject.AllReports
 - collection, 190
- cursor
 - moving to control, 359–360
 - positioning, 38, 91–92
- CursorType argument (recordset), 142–143, 145
- Customer Lookup query, 230–231, 234

• D •

- DAO (Data Access Objects), 142
- data
 - backing up, 135
 - copying before testing, 251
 - form control, filling with, 105–107
 - importing from external database, 303–305
 - linking to external through code, 305–307
 - passing to function, 244–245
 - passing to procedure, 55–57, 164
 - recordset, filling with, 142–143
 - storing in combo box, 232–233
- Data Access Objects (DAO), 142
- Data tab (Properties sheet), 189
- data types, 53–55, 62
- database. *See also* recordset; SQL (Structured Query language); table back-end and front-end, 298, 299, 300
 - importing data from external, 303–305
 - objects and, 85
 - splitting into two files, 297
- Database Splitter, 297–303
- DataMode argument of OpenForm
 - method of DoCmd object, 108
- Datasheet view of query, 138
- Date data type, 53
- Date() function, 56
- date, literal, 83
- Date/Time data type, 62
- Debug toolbar, 284
- debug window (Visual Basic editor), 25–26
- Debug↔Clear All Breakpoints, 284
- debugging
 - compile errors, 271–276
 - definition of, 267
 - logical errors, 276–285
 - shortcut keys for, 370
- Debug.Print statement
 - checking variable with, 277–280
 - seeing name of object with, 150
- Debug↔Step Into, 283
- Debug↔Toggle Breakpoint, 281
- Decimal data type, 54
- decision-making
 - comparison operators, 66–67
 - If . . . End statement, 67–68
 - procedure and, 128
 - Select Case block, 68–69
- declarations area of module, 60–61
- declaring
 - array, 59
 - object variable, 152, 321
 - variable, 165
- Default Method icon, 78
- Default Property icon, 77
- Default Value property (combo box and list box), 203
- Delete Event form event, 98
- Delete query, 122, 134–137
- deleting
 - table record, 134–136
 - table through VBA, 130–131
- delimiting literal text and dates, 83
- dependency, 218
- Design view
 - Build button, 241, 242
 - combo box sample in, 190
 - Control Wizards button, 17
 - Detail band, 186
 - dialog box sample in, 187
 - form events in, 96–97
- designing message box, 177–180
- Detail band (Design view), 186
- Details pane (Object Browser), 31
- detecting right-click, 198–199
- dialog box
 - controls, adding, 186–188
 - converting form to, 182–183
 - form properties, setting, 184–186
 - overview of, 175
 - storing settings, 183–184
- Dim statement, 152
- disabling form control, 90–91

376 Access VBA Programming For Dummies

- displaying
 - control, 95–96
 - custom message, 361–362
 - Immediate window, 25
 - properties, 75–76
 - toolbar, 21
 - docking Code window, 27
 - DoCmd (do command) object
 - Beep method, 81–82
 - Close method, 109
 - description of, 32
 - methods for forms, 111–113, 364–365
 - OpenForm method, 82, 107–108, 357–358
 - TransferDatabase method, 304–307
 - DoCmd.RunSQL statement, 124, 125, 146
 - Do...Loop block, 62–63
 - dot (.), 79, 81, 359
 - DOT file, 327
 - Double data type, 54, 62
 - drop-down menu
 - customizing, 195
 - dynamic, building, 190–194
 - static versus dynamic, 190
- **E** ●
- element of array, 58
 - e-mail, sending via Outlook, 322–326
 - enabling form control, 90–91
 - encapsulation, 218–219, 221
 - Enter key and typing code, 27–28
 - Enum icon, 78
 - enumerating collection
 - For Each loops, 149–151
 - object, using shorter name for, 152–153
 - overview of, 147–148
 - EOF property, 145
 - equal sign (=), 80
 - error handler
 - creating, 287–290
 - writing, 290–294
 - errors
 - compile, 271–276
 - logical, 276–285
 - runtime, 285–294
 - types of, 270–271
 - event
 - After Focus, 89
 - After Insert Event form event, 98
 - After Update, 220
 - Before Update, 89
 - calling procedure from, 170–172
 - for code, choosing, 92–95
 - Delete Event form event, 98
 - form, responding to, 96–99
 - Load Event form event, 98
 - On Change, 89
 - On Click, 87, 89, 188, 198–199
 - On Close form event, 98
 - On Current form event, 98
 - On Insert, 226
 - On Load, 190, 208, 219
 - On Mouse Down, 89, 198
 - Event icon, 78
 - Events tab (Properties sheet), 88, 96
 - Excel (Microsoft)
 - code to copy form data to worksheet, 338–347
 - interacting with, 336
 - macro, running from Access, 347–348
 - query and form, creating, 337–338
 - worksheet, creating, 336–337
 - exclamation point (!), 138
 - execute, definition of, 12
 - existing code, modifying
 - argument list and, 57
 - copying and pasting from Web, 46–47
 - For Each...Next loop and, 153
 - importing standard module, 47–48
 - overview of, 46, 48, 153–154
 - SQL statement into VBA code, 123–125
 - Expected: end of statement error message, 274

Expected: = error message, 271–272
 Expected: expression error message, 273–274
 Expected: list separator or) message, 274–275
 exporting
 interactively, 311
 with macro, 311–313
 exposing object, 28–29
 expression
 conditional, 66–67
 testing in Immediate window, 26, 42–43
 Expression Builder, 241

● **F** ●

F1 (Help), 39, 356
 F2 (open Object Browser), 30
 F4 (Properties sheet), 74
 F8 (Step Into), 283
 Fancy SkipLabels Dialog Box
 code for, 220
 overview of, 217–218
 field in recordset, referring to, 145–146
 field name
 listing in combo box or list box, 204–206
 referring to, 154–155
 File↔Close, 15
 File↔Export, 311
 File↔Get External Data↔Import, 47
 filling
 form control with data, 105–107
 recordset with data, 142–143, 166–170
 FilterName argument of OpenForm
 method of DoCmd object, 107
 focus, giving control, 91
 font, changing, 103
 For Each...Next loop, 149–151, 153, 191
 ForeColor property, 100, 103
 form
 adding related record to another table, 109–111
 appearance of object, changing, 99–107
 class module, opening, 14–15
 class procedures, 87–89
 closing, 109
 control, enabling or disabling, 90–96
 converting to dialog box, 182–183
 description of, 10, 14, 73
 DoCmd object methods for, 111–113
 opening, 107–108
 opening from VBA, 357–358
 properties to turn into dialog box, 184–186
 referring to open, 358–359
 working with, 87
 form event, responding to, 96–99
 form names, making list of, 211–213
 Form view
 combo box sample in, 190
 dialog box sample in, 187
 Form_Address Book Form listing, 111
 Format function, 260
 Format tab (Properties sheet), 99
 formatting worksheet cells from VBA, 343, 347–348
 Form_Current() procedure, 97–98
 Form_Load() procedure, 219
 Forms collection
 Count property, 79
 description of, 149
 object model and, 72, 73
 referring to open form and, 358–359
 For...Next block, 64–65
 friction in computer, 268
 front-end database, 298, 299, 300
 function. *See also* procedure
 arguments and, 244–245
 built-in, listing, 242
 creating, 243–244
 Date(), 56
 Format, 260
 GetObject(), 341
 Mid(), 278, 280
 NumWord(), 253–265, 279–280
 overview of, 241

378 Access VBA Programming For Dummies

function (*continued*)

passing data to, 244–245

PCase(), 247–252

Public, 19, 37

returning value from, 245

role of, 241–243

SalesTax() example, 244–247

StrConv(), 247, 249

testing, 246–247

testing from Immediate window, 281

UCase(), 278

Function procedure

creating, 36–38

data returned by, 56

overview of, 19–20

• G •

GetObject() function, 341

getting value of property, 79–80

Global icon, 78

global scope and standard module, 13

guessing, 354

• H •

heat of computer, 268

Help system

Access compared to VBA, 354

argument and, 43–45

methods, 112

opening, 39

procedure and, 39–43

properties and methods, 82–85

showing properties, 75–76

Help window (Object Browser), 33

hiding

control, 95–96

toolbar, 21

warning message, 125–126

high-level programming language, 268–269

hyperlink field, 231

• I •

icons

for items in Object Browser, 77–78

for saved action queries, 138

identifier

description of, 80

square brackets and, 154–155

syntax, 81

If...Else...End If statement, 93

If...End If block, 227

If...End statement, 67–68

If...Then...Else block, 106

If...Then...End If statement, 197

Immediate window (Visual Basic editor)

overview of, 25–26

re-executing statement in, 79

running procedure from, 281

shortcut keys, 367–369

testing function in, 281

testing statement in, 42–43

viewing, 22

importing

data from external database, 303–305

query from external database, 307–309

standard module, 47–48

table, 303

inserting blank space in code, 157

Insert⇨Picture, 196

Insert⇨Procedure, 36, 150

instance, 321

Integer data type, 54, 62

IsLoaded property of form, 358

Item Data(x) property (combo box
and list box), 203

item, undocking and re-docking, 22

• K •

Kaufeld, John, *Access 2003 For Dummies*, 9

keyboard shortcuts

- Alt+F11 (switch between Access and Visual Basic editor), 16, 354
- Alt+Q (close Visual Basic editor), 15
- Code and Immediate window, 367–369
- Ctrl+C (Copy), 46
- Ctrl+F8 (Run to Cursor), 283
- Ctrl+Shift+F8 (Step Out), 283, 284
- Ctrl+V (Paste), 46
- for debugging, 370
- F1 (Help), 39, 356
- F2 (open Object Browser), 30
- F4 (Properties sheet), 74
- F8 (Step Into), 283
- Shift+F8 (Step Over), 283
- VBA editor, 369

keywords. *See also* `MsgBox()` keyword arguments supported by, 41
 Help page for, 39–43, 153–154
 Me!, 204
 New, 321

• L •

label, 290

Label Wizard, 159

Levine Young, Margaret, *Access 2003 All-in-One Desk Reference For Dummies*, 9

Limit to List property (combo box), 203

line of code

- breaking with continuation character, 156–158
- compiling, 28

Linked Table Manager, 298, 299

linking

- to external data through code, 305–307
- to external tables, 308–309
- table, 303

linking lists

- across forms, 223–224
- getting forms in sync, 228–229
- opening form to enter new record, 226–227
- overview of, 217–219
- running code when form opens, 219–220
- running code when user makes a choice, 220–223
- updating combo box or list box, 224–226

list box

- description of, 201–202
- field names, listing, 204–206
- hidden values in, 229–233
- linking lists, 217–219
- linking lists across forms, 223–229
- properties, 203
- table/query field values, listing, 213–217
- text options, listing, 207–213
- unbound control, adding to, 202–203
- updating, 224–226, 361

List Rows property (combo box), 203

list separator, 274–275

List Width property (combo box), 203

listing built-in functions, 242

listings

- building list of report names, 194
- combo box of table and query names, 210–211
- combo box of table names, 209–210
- combo box value list property, filling, 208
- combo box with form names, filling, 212
- copying form data to Excel worksheet, 339
- copying recordset to Excel worksheet, 344–345

380 Access VBA Programming For Dummies

listings *(continued)*

- distinguishing between left and right mouse clicks, 199
- Form_Address Book Form, 111
- Form_Current() procedure, 98
- importing query from external database, 307–308
- linking to external table, 309
- merge code, 330–331
- NumWord() function, 253–255
- PaymentMethod_AfterUpdate() procedure, 94
- PCase() function, 248
- Send button procedure, 323
- SkipLabels procedure, 162–164
- updating combo box from table, 222
- updating combo box of report names, 221
- updating control on separate form, 228–229
- literal string, 83, 157–158
- Load Event form event, 98
- local scope and class module, 13
- local table, 299, 300
- Locals window, 282–283
- locking control, 96
- LockType argument (recordset), 143
- logical error
 - description of, 270, 276–277
 - slowing down code, 280–284
 - variables, checking with `Debug.Print` expression, 277–280
- logical operators, 67
- Long data type, 54, 62
- loop
 - description of, 62
 - Do...Loop block, 62–63
 - For...Next block, 64–65
 - While...Wend block, 64
- looping through collections
 - For Each...Next loop, 149–151, 153, 191
 - object, using shorter name for, 152–153
 - overview of, 147–148
- low-level machine language, 268

• M •

macro

- actions for, 313–315
- description of, 10
- Excel, running from Access, 347–348
- exporting with, 311–313
- macro conversion, 288–289
- mailing labels, skipping over used (SkipLabels procedure)
 - calling procedure from event, 170–172
 - combo box, creating for, 189–195
 - controls, adding to dialog box, 186–188
 - copying label report, 165
 - declaring variables, 165
 - getting report record source, 165–166
 - listing, 162–164
 - overview of, 158–161
 - passing data to, 164
 - recordset, creating and filling, 166–170
 - spin box control, creating for, 195–198
 - table for storing dialog box settings for, 183–184
- maintenance mode technology, 142
- Make-Table query, 122, 128–129
- managing recordset, 144–145
- MDB file, 297
- Me! keyword, 204
- member of class, definition of, 31, 76
- Members list (Object Browser), 31
- menu. *See* drop-down menu
- message box. *See also* MsgBox() keyword
 - as application modal, 178
 - code execution and, 177
 - default buttons for, 178–179
 - designing, 177–180
 - Help button, 180
 - overview of, 175
 - as pop-up, 178
 - question asking, 176–177
 - responding to button click, 180–182
 - Select Case block and, 182
- message, custom, showing, 361–362

method

- Beep of DoCmd object, 81–82
- Close of DoCmd object, 109
- CopyFromRecordset (Excel), 344
- description of, 75–77
- DoCmd object for forms, 111–113, 364–365
- Help page and, 112
- OpenForm of DoCmd object, 82, 107–108, 357–358
- Requery, 224–226
- TransferDatabase of DoCmd object, 304–307
- using, 81–82
- Method icon, 77
- Microsoft. *See also* Microsoft Access; Microsoft Excel; Microsoft Word
 - ActiveX Data Objects 2.1 Library, 32, 141
 - DAO 3.6 Object Library, 32
 - maintenance mode technology, 142
 - Outlook, sending e-mail via, 322–326
 - Web site, 354
- Microsoft Access
 - class module, 12–15
 - client-server relationship and, 297–303
 - database window, 10
 - description of, 1
 - 11.0 Object Library, 31
 - Help system, 354
 - learning before using VBA, 351
 - Modules container, 10
 - Query menu, 122
 - references for learning about, 9
 - standard module, 12–13
 - switching between Visual Basic editor and, 15–16
- Microsoft Excel
 - code to copy form data to worksheet, 338–347
 - interacting with, 336
 - macro, running from Access, 347–348
 - query and form, creating, 337–338
 - worksheet, creating, 336–337

Microsoft Word

- form, creating, 329–330
- merge code, writing, 330–335
- sending data to, 326
- template, creating, 327–328
- Mid() function, 278, 280
- modifying existing code
 - argument list and, 57
 - copying and pasting from Web, 46–47
 - For Each...Next loop and, 153
 - importing standard module, 47–48
 - overview of, 46, 48, 153–154
 - SQL statement into VBA code, 123–125
- module. *See also* class module (Access); standard module (Access)
 - declarations area, 60
 - definition of, 89
- Module icon, 78
- module-level declaration, 36, 60–61
- Modules button (Access), 13
- Modules container (Access), 10
- MOMSecure.mdb example, 300–303
- moving editor window, 282
- MsgBox() keyword
 - arguments for, 43–45
 - buttons argument, 43–44, 177–179
 - Help page, 40–43
 - overview of, 38–39
 - question asking, 176–177
 - responding to button click, 180–182
 - syntax for, 176, 272
- multidimensional array, 60
- multiplication operator (*), 106

● **N** ●

- name, correcting case of with PCase()
 - function, 248–252
- Name property
 - combo box and list box, 203
 - of object, 152
 - of recordset, 145–146

382 Access VBA Programming For Dummies

- named argument, 45
- naming
 - bang character (!) and, 359
 - cell or range in Excel, 336
 - control on form, 203
 - square brackets and, 91
 - variable, 61–62
- New Customer form example, 223–226, 228
- New keyword, 321
- NOT operator, 67
- numbers
 - ASCII, 191
 - for buttons argument of `MsgBox()` keyword, 178–179
- numeric expression, 42
- `NumWord()` function
 - code for, 253–255
 - explanation of, 258–265
 - uses of, 255–257
 - writing and checking for logical errors, 279–280
- ○ ●
- object
 - for code, choosing, 92–95
 - as collection, 148
 - collection compared to, 72–74
 - color, changing, 99–103
 - description of, 71
 - exposing, 28–29
 - font or style of text, controlling, 103
 - methods of, 81–82
 - Name property, 152
 - referring to, 155–156
 - special effects, changing, 103–104
 - using shorter name for, 152
 - `With...End With` statement, using to change appearance of, 104–105
- Object Browser tool (Visual Basic editor)
 - `DoCmd` object information in, 365
 - Help methods in, 84–85
 - help with objects and collections from, 76–77
 - icons for items in, 77–78
 - methods listed in, 112–113
 - object model, exploring through, 319
 - overview of, 30–33, 355–356
- Object data type, 54
- object library
 - accessing, 317–319
 - description of, 28–29
 - list of, 31–32
 - Outlook, 325
 - referencing external, 321–322
 - searching, 32–33
 - setting reference to, 29–30
- Object Library icon, 78
- object model
 - ADO (ActiveX Data Objects), 141
 - description of, 71, 72
 - exploring, 319
 - icons for items in, 77–78
 - objects and collections, 72–74
 - properties and methods, 75–77
 - viewing, 74
- object variable, declaring, 152
- object-oriented, definition of, 10
- OLE Automation object library, 32
- `On Change` event, 89
- `On Click` event
 - description of, 87, 89
 - `PrintBtn` control, 188
 - right-click, detecting, 198–199
- `On Close form` event, 98
- `On Current form` event, 98
- `On Error` statement, 288, 291
- `On Insert` event, 226
- `On Load` event
 - description of, 190
 - `Form_Load()` procedure, 219
 - use of, 208
- `On Mouse Down` event, 89, 198
- one-dimensional array, 59
- opacity of background or border, 101

- Open method of recordset, 142–143
 - OpenArgs argument of OpenForm
 - method of DoCmd object, 108
 - OpenForm method of DoCmd object, 82, 107–108, 357–358
 - opening
 - class module, 14–15
 - Excel and workbook, 340–341
 - Expression Builder, 241
 - form, 107–108
 - form and adding related record to
 - another table, 109–111
 - form from VBA, 357–358
 - form to enter new record, 226–227
 - Help page, 39
 - module, 15
 - module in VBA editor, 24
 - Object Browser, 30
 - program, 321
 - Properties sheet, 73–74
 - Query Properties sheet, 214
 - operators
 - comparison, 66–67
 - logical, 67
 - Option Compare Database
 - declaration, 243
 - OR operator, 67
 - Orders form example, 223–226, 228
 - Outlook (Microsoft), sending e-mail via, 322–326
 - OutputTo action, 311–313, 314
- p ●**
- page, description of, 10
 - pane
 - sizing, 23
 - undocking or re-docking, 22
 - parameters, 161
 - parentheses [()]
 - checking, 275–276
 - for ending procedure, 37, 42, 353
 - passing data
 - to function, 244–245
 - to procedure, 55–57
 - to SkipLabels procedure, 164
 - PaymentMethod_AfterUpdate()
 - procedure listing, 94
 - PCase() function
 - code for, 247–248
 - explanation of, 249–250
 - uses of, 250–252
 - writing and checking for logical errors, 277–279
 - pipe (|), 63
 - placeholder, 41, 45. *See also* bookmark
 - plus sign (+), 44, 106, 157
 - pop-up message box, 178
 - positioning cursor, 38, 91–92
 - pound (#) character, 83
 - Print Preview, using, 170, 257
 - printing check amount (NumWord()
 - function)
 - code for, 253–255
 - explanation of, 258–265
 - uses of, 255–257
 - writing and checking for logical errors, 279–280
 - printing report, 363–364
 - Private procedure, 19, 20
 - procedure. *See also* function;
 - SkipLabels procedure;
 - Sub procedure
 - calling, 18
 - calling from event, 170–172
 - class type, working with, 87–89
 - creating, 36–38
 - decision-making and, 128
 - definition of, 17
 - Form_Current(), 97–98
 - Form_Load(), 219
 - Function, 19–20, 36–38, 56
 - parentheses for ending, 37, 42, 353
 - passing data to, 55–57

384 Access VBA Programming For Dummies

procedure (continued)

- PaymentMethod_AfterUpdate()
 - listing, 94
- Private, 19, 20
- Public, 19, 37
- running from Immediate window, 281
- saving, 95
- Send button, 323
- Sub, 18–19, 20
- tying to event, 17
- procedure-level declaration, 61
- program, opening, 321
- programming language
 - description of, 11
 - high-level, 268–269
- Project Explorer window (Visual Basic editor), 23–24, 25
- Project icon, 78
- Project/Library list (Object Browser), 31–32
- Properties sheet
 - All tab, 185, 203
 - Data tab, 189
 - Events tab, 88, 96
 - Format tab, 99
 - viewing, 73–74
- Properties window (Visual Basic editor), 24–25
- property
 - BackColor, 100
 - BackStyle, 101
 - BOF, 145
 - BorderColor, 100
 - BorderStyle, 101
 - Bound Column, 230, 232–233
 - Column Count, 232
 - of control, referring to, 359
 - Count property of collection, 79, 147–148
 - Default Value, 203
 - description of, 75–77
 - EOF, 145
 - ForeColor, 100, 103

- IsLoaded property of form, 358
- Item Data(x), 203
- Limit to List, 203
- List Rows, 203
- List Width, 203
- Name, 145–146, 152, 203
- on open form, referring to, 359
- Row Source, 201, 203, 205
- Row Source Type, 203
- Special Effects, 103–104
- Unique Records, 214
- Unique Values, 214
- Value, 145–146, 203
- value of, changing, 80
- value of, getting, 79–80
- Visible property of control, 79–80, 95–96
- Property icon, 77
- Public function, 19, 37

Q

- QBE (Query-by-Example) grid, 119, 120, 121, 133–134
- query
 - in Access compared to in VBA, 120
 - action, 121–123, 125–126, 136
 - append, 122, 131–132
 - to append record to table, 133–134
 - Customer Lookup, 230–231, 234
 - Datasheet view of, 138
 - Delete, 122, 134–137
 - description of, 10
 - importing from external database, 307–309
 - Make-Table, 122, 128–129
 - select, 117–118, 121–123, 126, 137–140
 - as SQL statement, 117–118, 120–121
 - Unique Cities, 237–238
 - Update, 122, 123, 134–136
 - viewing SQL view of, 213
- Query Design, 123
- Query menu (Access), 122

- query names, making list of, 210
 - Query Properties sheet, 214
 - Query⇒Append Query, 131, 133
 - Query-by-Example grid. *See* QBE grid
 - Query⇒Run, 123, 252
 - Query⇒Update Query, 251
 - question, asking of user, 362–363
 - question mark (?), 79
 - quick find tool, combo box as, 233–236
 - Quick Info tip, 38, 39, 84
 - quotation marks ("), 58, 83, 353
- R •**
- read-only control, 96
 - record. *See also* recordset
 - action query on one, 136
 - appending to table, 131–134
 - changing or deleting, 134–136
 - opening form to enter new, 226–227
 - requering control with every new, 238–239
 - recording macro, 347–348
 - recordset
 - closing, 146
 - connection, defining, 140–141
 - copying to Excel worksheet, 344–347
 - creating from external table, 309–310
 - defining, 141
 - filling with data, 142–143
 - managing, 144–145
 - as object, 140
 - referring to fields in, 145–146
 - select query and, 126, 137–140
 - SkipLabels procedure, 166–170
 - of table, creating, 303
 - re-docking item, 22
 - re-executing statement in Immediate window, 79
 - reference, setting to object library, 29–30
 - References dialog box, 29–30
 - referencing external object library, 321–322
 - referring
 - to field in recordset, 145–146
 - to field name, 154–155
 - to object, 155–156
 - to open form, 358–359
 - to worksheet cell from VBA, 341–343
 - report
 - class module, opening, 14–15
 - creating, 159
 - description of, 10
 - printing, 363–364
 - for printing checks, 256–257
 - report names, making list of, 211–213
 - Requery method, 224–226
 - requering control with every new record, 238–239
 - responding to form event, 96–99
 - Restore Window button (Code window), 27
 - Resume statement, 288
 - returning value
 - custom procedure and, 56
 - from function, 245
 - RGB values, 100–101
 - right-click, detecting, 198–199
 - Row Source property
 - combo box and list box, 201, 203
 - Field List combo box, 205
 - Row Source Type property (combo box and list box), 203
 - running
 - action query, 122–123
 - Excel macro from Access, 347–348
 - running code
 - when form opens, 219–220
 - when user makes a choice, 220–223
 - runtime, 269
 - runtime error
 - description of, 270–271, 285–286
 - error handler, writing, 290–294
 - responding to, 286–287
 - trapping, 287–290

386 Access VBA Programming For Dummies

• S •

- SalesTax() function example, 244–247
- saving
 - document as Word template, 327–328
 - procedure, 95
- scope, 60
- Screen.ActiveControl, 155
- Search box (Object Browser), 31
- Search Results pane (Object Browser), 33
- searching object library, 32–33
- Select Case block
 - decision-making and, 68–69
 - message box buttons and, 182
- select query
 - example of, 117–118
 - overview of, 121
 - recordset and, 126, 137–140
- selecting code to copy, 46
- self-referential combo box, creating, 237–239
- Send button procedure, 323
- sending e-mail via Outlook, 322–326
- SendObject action, 314
- server, definition of, 297
- setting
 - breakpoint in code, 280–284
 - reference to object library, 29–30
- Shift+F8 (Step Over), 283
- shortcut keys
 - Alt+F11 (switch between Access and Visual Basic editor), 16, 354
 - Alt+Q (close Visual Basic editor), 15
 - Code and Immediate window, 367–369
 - Ctrl+C (Copy), 46
 - Ctrl+F8 (Run to Cursor), 283
 - Ctrl+Shift+F8 (Step Out), 283, 284
 - Ctrl+V (Paste), 46
 - for debugging, 370
 - F1 (Help), 39, 356
 - F2 (open Object Browser), 30
 - F4 (Properties sheet), 74
 - F8 (Step Into), 283
 - Shift+F8 (Step Over), 283
 - VBA editor, 369
- showing
 - control, 95–96
 - custom message, 361–362
 - Immediate window, 25
 - properties, 75–76
 - toolbar, 21
- Simpson, Alan, *Access 2003 All-in-One Desk Reference For Dummies*, 9
- Single data type, 54, 62
- sizing
 - editor window, 282
 - pane, 23
- skills, as learned, 356
- SkipLabels procedure
 - calling procedure from event, 170–172
 - combo box, creating for, 189–195
 - controls, adding to dialog box, 186–188
 - copying label report, 165
 - declaring variables, 165
 - getting report record source, 165–166
 - listing, 162–164
 - overview of, 159–161
 - passing data to, 164
 - recordset, creating and filling, 166–170
 - spin box control, creating for, 195–198
 - table for storing dialog box settings for, 183–184
- skipping over used mailing labels. *See* SkipLabels procedure
- slowing down code, 280–284
- source code, 269, 270
- Special Effects property, 103–104
- spin box control, creating, 195–198
- Split bar (Object Browser), 31
- splitting database into two files, 297–303
- SQL INSERT INTO statement, 132–133
- SQL (Structured Query Language)
 - Access query and, 120–121
 - getting into VBA, 123–125

- overview of, 117–118
- statement syntax, 118–119
- storing statement in variable, 126–128
- SQL View, 118, 123
- square brackets ([])
 - in Access, 91
 - as representing argument, 40, 41
 - as representing name, 154–155
 - typing, 353
- stacking editor windows, 282
- standard module (Access)
 - creating, 35–36
 - custom function and, 243
 - importing, 47–48
 - overview of, 12–13
- standard OLE Automation object library (stdole), 32
- statement
 - CREATE TABLE (SQL), 129–130
 - Debug.Print, 150, 277–280
 - definition of, 17
 - Dim, 152
 - DoCmd.RunSQL, 124, 125, 146
 - If...Else...End If, 93
 - If...End, 67–68
 - If...Then...End If, 197
 - On Error, 288, 291
 - order of arguments in, 45
 - re-executing in Immediate window, 79
 - Resume, 288
 - SQL INSERT INTO, 132–133
 - SQL, storing in variable, 126–128
 - With...End With, 104–105
- stdole (standard OLE Automation object library), 32
- step mode, 281, 283–284
- storing
 - dialog box settings, 183–184
 - SQL statement in variable, 126–128
- storing data
 - in arrays, 58–60
 - in combo box, 232–233
 - lifetime of variable and, 60–61
 - in variables and constants, 57–58
- StrConv() function, 247, 249
- string
 - concatenating, 157
 - literal, 83, 157–158
 - Value List, 207–203
- String data type, 54, 62
- string expression, 42
- string variable, creating, 58
- Structured Query Language. *See* SQL
- style of text, changing, 103
- Sub procedure
 - arguments and, 56
 - creating, 36–38
 - overview of, 18–19, 20
 - testing, 150–151
 - testing from Immediate window, 281
- switching between Access and Visual Basic editor, 15–16
- syntax. *See also* code; listings
 - ADO recordset, creating, 142–143
 - for argument, 55
 - assigning object to object variable, 152
 - for built-in functions, accessing, 242
 - calling custom VBA function from event, 172
 - calling procedure from event, 171
 - color of property, changing, 100
 - CREATE TABLE statement (SQL), 129–130
 - declaring object variable, 321
 - definition of, 31, 38–39
 - Do...Loop block, 63
 - enabling or disabling control, 90
 - focus, setting to control, 92
 - Help page and, 40
 - identifier, 81
 - If...End statement, 67
 - importance of, 78–79, 351–352
 - MsgBox() keyword, 176, 272
 - OpenForm method of DoCmd object, 82
 - opening program, 321

388 Access VBA Programming For Dummies

syntax (continued)

- punctuation marks in, 353
- quotation marks (") in, 83
- recordset, creating, 138–139
- for referring to object property, 75, 79
- Requery method, 224
- running macro in open workbook, 348
- Select Case block, 68
- SQL INSERT INTO statement, 132–133
- SQL statement, 118–119
- Visible property of control, 80

system modal, 178

system table, 209

• T •

table. *See also* recordset

- action query and, 121
- action query on one record, 136
- adding related record to another, 109–111
- appending record to, 131–133
- closing and deleting through VBA, 130–131
- creating recordset from external, 309–310
- description of, 10
- linked, converting to local, 300
- linking to external, 308–309
- making list of names of, 208–211
- new, creating from existing, 128–129
- new, empty, creating from VBA, 129–130
- record, changing or deleting, 134–136
- select query and, 121
- for storing dialog box settings, 183–184

Table/Query field values, listing, 213–217

tag, 61–62

taskbar button, 15, 16

testing

- on copy of data, 251
- expression in Immediate window, 26, 42–43

- function, 246–247

- function from Immediate window, 281

- macro, 312, 348

- Print Preview, using, 170

- Sub procedure, 150–151

- Sub procedure from Immediate window, 281

- while writing code, 277–280

text

- font or style of, controlling, 103

- literal, 83, 157–158

text options, listing

- form or report names, 211–213

- table and query names, 208–211

- overview of, 207–208

- title argument, 44

- Toggle Folders button (Project Explorer window), 23

- Toggle↔Breakpoint, 281, 284

toolbar

- Debug, 284

- Project Explorer, 23

- Tools↔Database Utilities↔Database Utilities, 299

- Tools↔Database Utilities↔Linked Table Manager, 298

- Tools↔Macro↔Convert Macros to Visual Basic, 313

- Tools↔Macro↔Macros, 348

- Tools↔Macro↔Record New Macro, 347

- Tools↔References, 29, 318

- TransferDatabase action, 314

- TransferDatabase method of DoCmd object, 304–307

- TransferSpreadsheet action, 314

- TransferText action, 314

- transparency of background or border, 101

- trapping runtime error, 287–290

- two-dimensional array, 59–60

- typing code, 27–28

• U •

UCase() function, 278
 unbound control, adding to form,
 187, 202–203
 undocking
 Code window, 27
 item, 22
 Unique Cities query, 237–238
 Unique Records property, 214
 Unique Values property, 214
 unlocking control, 96
 Update query, 122, 123, 134–136
 updating
 combo box from table, 222
 combo box of report names, 221
 combo box or list box, 224–226, 361
 control on separate form, 228–229
 user, asking question of, 362–363
 User Defined Type icon, 78

• V •

value
 for argument, 42
 declaring and assigning, 60
 function and, 242
 hidden, in combo box and list box,
 229–233
 parameters and, 161
 of property, getting and changing,
 79–80
 returned by MsgBox() keyword
 buttons, 180
 returning, 56
 returning from function, 245
 RGB, 100–101
 Value List string, 207–213
 Value property
 combo box and list box, 203
 recordset, 145–146

variable
 checking with Debug.Print
 expression, 277–280
 declaring, 165
 lifetime of, 60–61
 naming conventions for, 61–62
 storing color in, 102
 storing data in, 57–58
 storing SQL statement in, 126–128
 Variant data type, 54, 62
 VBA editor. *See* Visual Basic editor
 VBA Keyword or data icon, 78
 VBA (Visual Basic for Applications)
 Access and, 1
 consistency of language, 1, 9
 description of, 9, 11–12
 Help system, 354
 learning Access before using, 351
 object library, 32
 View argument of OpenForm method of
 DoCmd object, 107
 View Code button (Project Explorer
 window), 24
 View Object button (Project Explorer
 window), 24
 View↔Immediate Window, 22
 viewing
 existing code, 153–154
 form events, 96–97
 object model, 72, 74
 Properties sheet, 73–74
 SQL view of query, 213
 View↔Locals Window, 282
 View↔Object Browser, 30
 View↔Properties, 74
 View↔Toolbars, 21
 Visible property of control, 79–80,
 95–96
 Visual Basic editor. *See also* Code
 window; Immediate window; Object
 Browser tool
 closing, 15–16
 description of, 15

390 Access VBA Programming For Dummies

Visual Basic editor (*continued*)

- item, undocking and re-docking, 22
- moving and sizing windows in, 282
- Project Explorer window, 23–24, 25
- Properties window, 24–25
- shortcut keys, 369
- sizing pane, 23
- toolbar, hiding or showing, 21
- View menu, 22

Visual Basic for Applications. *See* VBA

• W •

- warning message, hiding, 125–126
- Web sites
 - for book, 5
 - Help file, custom, creating, 180
 - Microsoft, 354

what-if scenario, 336

- WhereCondition **argument of** OpenForm
 - method of DoCmd object, 108
- While...Wend **block**, 64
- WindowMode **argument of** OpenForm
 - method of DoCmd object, 108
- With...End With **statement**, 104–105
- Word (Microsoft)
 - form, creating, 329–330
 - merge code, writing, 330–335
 - sending data to, 326
 - template, creating, 327–328

• X •

XOR operator, 67