

**Chapter
2**

**GETTING
STARTED**

*Get on the
Fast Track!*



TM

**SYS-ED/
COMPUTER
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Objectives

You will learn:

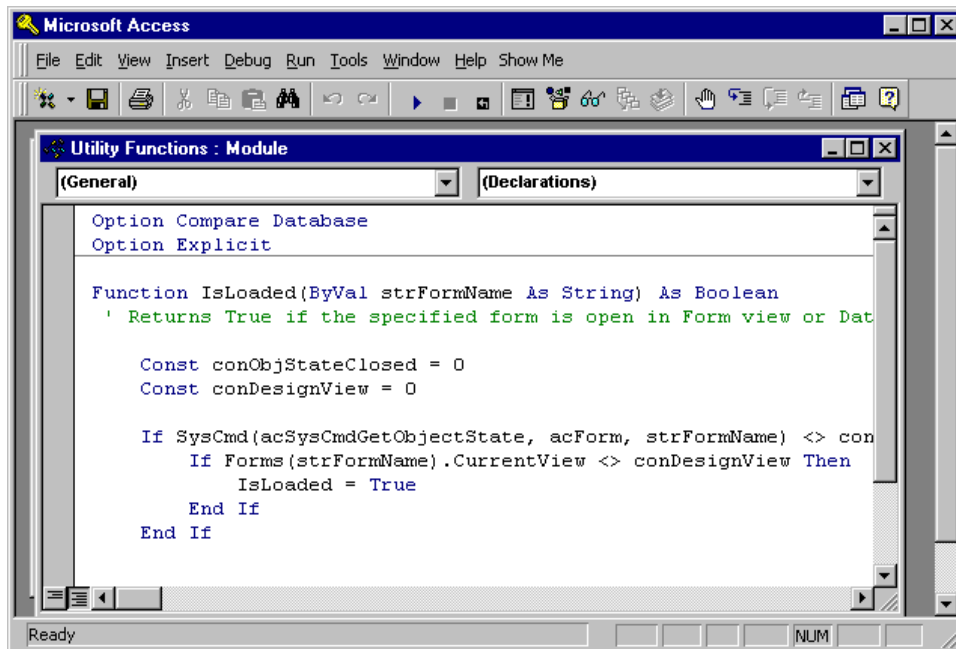
- C Editing a module.
- C Starting the module window.
- C Object Browser.
- C Automatic syntax checking.
- C Module window keystrokes.

1 Editing a Module

Modules are edited in the Module window.

The Module window is a text editor that:

- C Formats and checks the syntax of code.
- C Organizes code into separate procedures.
- C Provides context-sensitive Help.



Cut, Copy, Paste, and other commands on the Edit menu can be used to help in editing code.

In order to split the window so that two procedures or areas of the same file can be viewed and edited on the screen at the same time, choose Split Window from the View menu.

2 Starting the Module Window

In order to edit a module:

1. Create a module, or open an existing module.

Microsoft Access opens the module in the Module window and displays the module's Declarations section.

The Declarations section or any of the module's procedures can now be edited.

2. Edit the code in the Declarations section or Display the procedure that is to be edited, and then edit the code in the procedure.

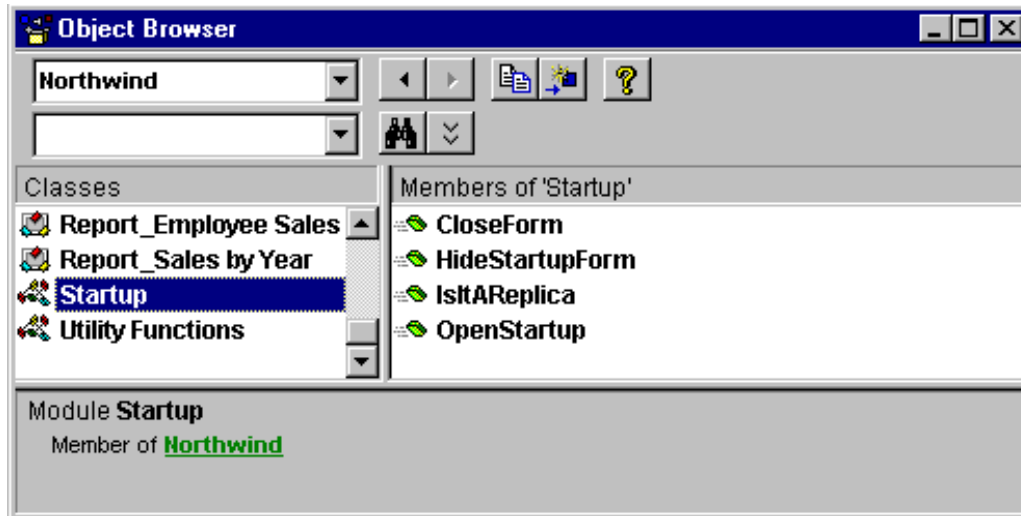
3. In order to create a new procedure, type Sub or Function followed by the procedure name on a new line.

Alternatively, click the New Procedure button on the toolbar, and then type the new name and specify Sub or Function.


3 Using the Object Browser

The Object Browser can be used to view and navigate among the objects available in Microsoft Access and other applications that support Visual Basic for Applications, as well as the methods and properties of each object.



When a method or property is located in the Object Browser, it can be pasted into the active module.



In order to locate a method or property in the Object Browser:

- 1 Open any module.
 - 2 Click Object Browser  on the toolbar.
 - 3 In the Project/Library box (the upper-left box), click Access or another library.
 - 4 In the Classes box, click the targeted object.
 - 5 In the Members Of box, click the targeted method or property.
- C For Help on the class, method, event or property that you select, click Help in the Object Browser.
- C In order to view objects provided by the Microsoft Office 8.0 Object Library, such as command bar objects, a reference must be set to this library. In the Module window, click References on the Tools menu, and select the Microsoft Office 8.0 Object Library check box.

In order to use the Object Browser to paste a method or property syntax into a module:

1. Select the method or property in the Object Browser.
2. In the bottom section of the Object Browser, select the syntax to be pasted.
3. Click Copy To Clipboard  in the Object Browser.
4. Click in the module where the name is to be pasted.
5. Click Paste  on the toolbar.

Microsoft Access pastes the method or property syntax into the module.

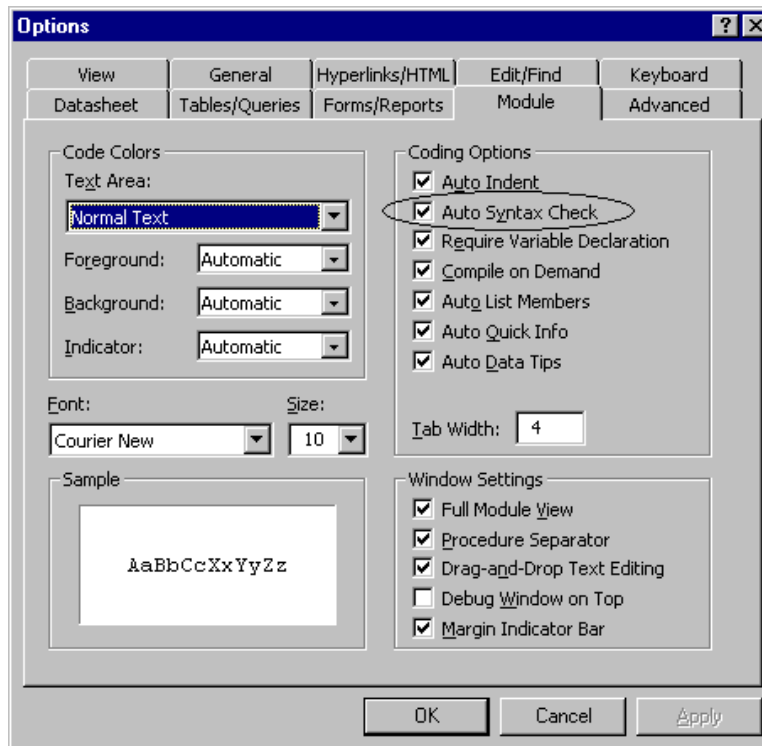
After pasting syntax for Sub procedures, it will be necessary to remove any parentheses surrounding placeholders in the syntax.

4 Automatic Syntax Checking Feature

Access Basic automatically checks the syntax of each line when the insertion point is moved off the line and displays a message if it finds an error.

In order to disable syntax checking or enable syntax checking that has been disabled:

1. Choose Options from the View menu.
2. Choose the Module Design category.
3. Change the setting of the Syntax Checking option.



5 Module Window Keystrokes

Keystroke	Action
Ctrl+Break	Halts the execution of code or a macro.
Ctrl+N	Inserts a new line above the current line.
Ctrl+Y	Cuts the current line and copies it onto the Clipboard.
Ctrl+Up Arrow	Displays the previous procedure.
Ctrl+Down Arrow	Displays the next procedure.
F1	Display context-sensitive Help related to the selected command, dialog box, property, control, action, Access Basic keyword, or window.
F2	Shows a list of procedures.
Shift+F2	Goes to the procedure selected in the Module window.
F3	Finds the next occurrence of the text specified in the Find or Replacedialog box.
Shift+F3	Finds the previous occurrence of the text specified in the Find or Replace dialog box.
F5	Continues execution.
F6	Switches between the upper and lower panes if you have split the window.
F7 or Ctrl+F	Open the Find dialog box.
Shift+F7 or Ctrl+H	Open the Replace dialog box.
Shift + F8	Steps over.
F9	Toggles a breakpoint at the selected line.
Tab	Indents selected lines.
Shift+Tab	Unindent selected lines.