

INDEX

Symbols

(octothorpes), 44
 .ini files, case study, 332-333

A

aborting
 Do loop, 88
 For...Next loop, 84-86

Abs() function, 48

absolute value of a number, returning, 48

Access object class modules, 15

Access SQL. *See* SQL

accessing VBE, 11

AccessObject object, properties, 214-217

ACE (Access Connective Engine), 229

active control, 144

adding
 to combo box, case study, 138-140
 unlisted values to combo boxes, 159-167

AddNew method, data, inserting
 ADO object model, 292-293
 DAO object model, 291-292

ADO (ActiveX Data Objects) object model
 AddNew method, inserting data, 292-293

connecting to data source, 275-278

Delete method, 307-308

Execute method, inserting data, 290-291

Filter property, 302-304

Find method, 299-301

object hierarchy, 232-234

Recordsets, opening, 284-288

Seek method, 301-302

ADOX (ActiveX Data Objects Extensions for Data Definition Language and Security), 234
 databases, creating, 243-246
 fields, creating, 255-259
 indexes, creating, 261-262
 object hierarchy, 235-236
 queries, creating, 269-271
 relationships, creating, 265-266
 tables, creating, 249-251

AllForms collection, 213

annuities
 payments, calculating, 51
 periodic interest, calculating, 51

ANSI (American National Standard Institute), 373

API calls, 359-362
 files, browsing, 365-372
 FindExecutable API, 364
 FindWindow API, 362-363
 Network Login ID, capturing, 363

application case study, tracking current users, 126-127

application collections, 211-212

application lifetime, 122

arguments
 delimiting, 72
 ExportXML method, 350-352
 Open function, 324-325
 OpenArgs, 133
 OpenDatabase method, 273
 OpenRecordset method, 280
 OpenReport method, 188-189
 OpenArgs, 190-191
 optional, 71-72
 passing by reference, 72
 passing by value, 72-73
 specifying, 135
 syntax, 71

arithmetic, performing on date values, 42-43

arrays, 93
 dynamic, 98
 Erase statement, 98-99
 ReDim statement, 98
 elements, 93, 95
 assigning, 95-96
 specifying, 96
 fixed-size, declaring, 94
 index values, 94
 Option Base statement, 95
 multidimensional, 96-98

Asc() function, 52

assigning

- array elements, 95-96
- data type to functions, 70
- values to object properties, 104

attachment fields, 229**audit trail case study, 184-185****automation, 335**

- objects, creating
 - CreateObject function, 338
- early binding, 339-340
- GetObject function, 339
- required components, 335
- type libraries, 336
 - references, setting, 336-337

automation servers, 340

- transferring data to Excel, 340-342
- transferring data to Word, 342-345

B**backing up data, case study, 309-311****bands, events, 152****base table, 319****best practices for coding, 21-22**

- documenting, 23-24
- indenting, 22

bonuses, calculating, 89-92**Boolean data type, 30**

- controls, 181
- converting to, 39

branching, 77

- For...Next, 81-82
 - aborting, 84-86
 - counters, 83
 - nesting, 83-84
 - Step clause, 82
- If...Then...Else, 77-80

Break mode, 17**browsing files, 365-372****buffers, 151****button values, MsgBox() function, 62****Byte data type, 30****ByVal keyword, 72****C****calculating bonuses, case study, 89-92****cancelling events, 152-153****cascading combo boxes, 156****case studies**

- adding to combo box, 138-140
- audit trail, 184-185
- backing up data, 309-311
- date functions, 64
- form references, 32-35
- .ini files, 332-333
- product catalog, 196
- updating database installation, 271-272
- version control, 221-223

CBool() function, 39**CDate() function, 40****charts (Excel), creating from Access data, 345-347****Chr() function, 53****CInt() function, 40****class properties, implementing, 112-113****clauses**

- FROM, 377
- GROUP BY, 379
- HAVING, 380
- ORDER BY, 379
- SQL, 374
- WHERE, 378-379

Close method, 189-190**closing**

- forms, 134-135
- reports, 189-190

cmdPreview button, 141**code**

- debugging, 17-18
 - Break mode, 17
 - single step through, 18-19

saving, 19

Code Builder, 114**coding**

- best practices
 - documenting, 23-24
 - indenting, 22
 - naming conventions, 21-22
- shortcuts, Intellisense, 20

collections, 105-106

- AllForms, 213
- Application, 211-212

combo boxes

- adding to, case study, 138-140
- cascading, 156
- unlisted values, adding, 159-167

comments, adding to code, 23-24**common action keywords (SQL), 374-375****comparing public and private keywords, 70****complete functions list, displaying, 38****complex data fields, 229****conditional branching, 77**

- For...Next statement, 81-82
 - aborting, 84-86
 - counters, 83
 - nesting, 83-84
 - Step clause, 82
- If...Then...Else statement, 77-80

connecting to data source, 273

- using ADO object model, 275-278
- using DAO object model, 273-275

constants, 25

- data types, 28-30
- declaring, 28
- for LockTypeEnum method, 281

- for OpenRecordset method, 280-281
 - intrinsic, 28
 - lifetime, measuring, 121
 - module-level, 119
 - public, 120-121
 - system-defined, 27
 - control-specific events, 148**
 - controls, 32, 143**
 - active control, 144
 - Boolean, 181
 - combo boxes
 - cascading, 156
 - unlisted values, adding, 159-167
 - event sequence, 144-146
 - focus, tracking, 179-180
 - list controls
 - populating, 155-156
 - records, filtering, 156-158
 - multiselect, 169-172
 - option groups, 167-169
 - subforms, 182
 - Tag property, 183
 - text boxes, 177
 - properties, 177-179
 - conversion functions, 38**
 - CBool(), 39
 - CDate(), 40
 - CInt(), 40
 - CStr(), 41
 - CVar(), 41
 - example of, 46-48
 - Nz(), 41
 - syntax, 39
 - Val(), 39
 - creating**
 - custom properties, 215-217
 - custom ribbons, 209
 - databases
 - ADOX object model, 243-246
 - DAO object model, 241-243
 - dates from individual parts, 45
 - dates from string values, 46
 - fields
 - ADOX object model, 255-259
 - DAO object model, 252-255
 - form-based menus, 199
 - indexes
 - ADOX object model, 261-262
 - DAO object model, 260-261
 - link tables, 313-314
 - objects, 102-104, 110-112
 - objects from automation servers
 - CreateObject function, 338
 - early binding, 339-340
 - GetObject function, 339
 - relationships
 - ADOX object model, 265-266, 269-271
 - DAO object model, 263-264, 267-269
 - tables
 - ADOX object model, 249-251
 - DAO object model, 246-249
 - crossstab queries, 383-384**
 - CStr() function, 41**
 - Currency data type, 30**
 - current date, returning, 42**
 - cursors, 279-280**
 - custom class modules, 15**
 - custom properties, creating, 215-217**
 - custom ribbons, 208-209**
 - CVar() function, 41**
- ## D
- DAO (Data Access Objects) object model, 229**
 - AddNew method, inserting data, 291-292
 - connecting to data source, 273-275
 - databases, creating, 241-243
 - Delete method, 307
 - Execute method, inserting data, 288-290
 - fields, creating, 252-255
 - Filter method, 298-299
 - Find methods, 295-297
 - indexes, creating, 260-261
 - object hierarchy, 229-232
 - queries, creating, 267-269
 - Recordsets, opening, 280-283
 - relationships, creating, 263-264
 - Seek method, 297-298
 - tables, creating, 246-249
 - data**
 - backing up, 309-311
 - deleting with Delete() method, 306
 - ADO object model, 307-308
 - DAO object model, 307
 - inserting
 - ADO object model, 290-293
 - DAO object model, 288-292
 - updating, 304-306
 - data events, 146-151**
 - data interface object models, 228-229**
 - data sources, 227**
 - connecting to, 273
 - ADO object model, 275-278
 - DAO object model, 273-275
 - data types, 28-30**
 - assigning to functions, 70
 - data validation, case study, 153-154**
 - Database Splitter, launching, 313**
 - databases, creating**
 - ADOX object model, 243-246
 - DAO object model, 241-243

Date data type, 30

- converting to, 40

date functions, 42

- case study, 64
- date component functions, 46
- Date(), 42
- DateAdd() function, 42-43
- DateDiff() function, 43-44
- DatePart() function, 44-45
- DateSerial() function, 45
- DateValue() function, 46
- example of, 46-48

Date\$() function, 42**DateAdd() function, 42-43****DateDiff() function, 43-44****DatePart() function, 44-45****DateSerial() function, 45****DateValue() function, 46****Day() function, 46****DCount() function, 60****DdB() function, 50****DDL (Data Definition Language), 315-316, 374**

- keywords, 315

debugging code, 17-18

- Break mode, 17
- single step through, 18-19

Decimal data type, 30**decimal values, removing from numbers, 48****declaring**

- arrays, fixed-size, 94
- constants, 28
- variables, 25-26

DELETE statement (SQL), 383**deleting data, Delete method, 306**

- ADO object model, 307-308
- DAO object model, 307

dependencies

- tracking, 219-220
- viewing, 217-218

depreciation of assets, calculating, 50**derived table, 319****difference between dates, determining, 43-45****Dim statement, 25****displaying complete functions list, 38****DLookup() function, 60****DMax() function, 60****DMin() function, 60****DML (Data Manipulation Language), 374-375****Do loop, 86-88****DoCmd.Close method, closing forms, 134-135****DoCmd.OpenForm method, opening forms, 131****documenting code, 23-24****domain aggregate functions, 59-60****Double data type, 30****double-declining balance method, 50****dynamic arrays, 98**

- Erase statement, 98-99
- ReDim statement, 98

E**early binding, 339-340****elements, 93**

- of arrays, 95
- assigning, 95-96
- specifying, 96
- specifying in multidimensional arrays, 96

embedded macros, 8**EOF function, 327****Erase statement, 98-99****error handling**

- On Error Goto statement, 74-75
- On Error Resume Next statement, 73
- report-level errors, 194

event procedures, 67, 113**events, 113-114, 144-146, 151-152**

- cancelling, 152-153
- control-specific, 148
- data events, 146-151
- data validation, case study, 153-154
- form events, 137-138
- navigation events, 149
- responding to, 141, 143

examples

- of conversion function, 46-48
- of date function, 46-48
- of financial function, 51
- of mathematical function, 49

Excel

- charts, creating from Access data, 345-347
- transferring data to, 340-342

Execute method, data, inserting

- ADO object model, 290-291
- DAO object model, 288-290

exporting

- data to XML files, 350-353
- HTML files, 353

ExportXML method, 350, 353

- arguments, 350-352
- example use of, 352-353

expressions, 38**extracting parts of dates, 44-46****F****fields, 143**

- creating
- ADOX object model, 255-259
- DAO object model, 252-255

- file handle, 323**
- file I/O, 323**
 - opening files, 324-326
 - printing to files, 331
 - reading from files, 326-329
 - writing to files, 329-330
- Filter method (DAO object model), 298-299**
- Filter property (ADO object model), 302-304**
- filtering**
 - list control records, 156-158
 - report data, 193
- financial functions, 50**
 - DdB() function, 50
 - example of, 51
 - Pmt() function, 51
 - Rate() function, 51
- Find method**
 - ADO object model, 299-301
 - DAO object model, 295-297
- FindExecutable API, 364**
- finding data in recordsets, 294**
 - Filter method
 - ADO object model, 302-304
 - DAO object model, 298-299
 - Find method
 - ADO object model, 299-301
 - DAO object model, 295-297
 - results, limiting, 294-295
 - Seek method
 - ADO object model, 301-302
 - DAO object model, 297-298
- FindWindow API, 362-363**
- fixed-size arrays, declaring, 94**
- flow of control statements, 77**
 - Do loop, 87-88
 - For...Next, 81-82
 - aborting, 84-86
 - counters, 83
 - nesting, 83-84
 - Step clause, 82
 - GoTo, 89
 - If...Then...Else, 77-80
- focus, 144**
- For...Next statements, 81-82**
 - aborting, 84-86
 - counters, 83
 - nesting, 83-84
 - Step clause, 82
- foreign key, 262**
- foreign table, 262**
- form events, 137-138**
- form modules, 135**
- form objects, setting properties, 136-137**
- form-based menus, 200-203**
 - creating, 199
- Format() function, 55**
 - date/time named formats, 56
 - numeric named formats, 56
 - user-defined formats, 57-59
- forms**
 - closing, 134-135
 - controls, 32, 143
 - active control, 144
 - event sequence, 144-146
 - events, 149
 - data events, 150-151
 - navigation events, 149
 - multiple items, selecting, 172-174
 - OpenArgs argument, 133
 - opening, 131-133
 - properties, 135
 - setting, 136-137
 - referencing, case study, 32, 34-35
 - subforms, 182
- FROM clause, 377**
- functions, 37, 69-70**
 - API calls, 362
 - FindExecutable API, 364
 - FindWindow API, 362-363
 - Network Login ID, capturing, 363
 - complete list of, displaying, 38
 - conversion, 38
 - CBool(), 39
 - CDate(), 40
 - CInt(), 40
 - CStr(), 41
 - CVar(), 41
 - example of, 46-48
 - Nz(), 41
 - syntax, 39
 - Val(), 39
 - CreateObject, 338
 - data type, assigning, 70
 - date functions, 42
 - case study, 64
 - date component functions, 46
 - Date(), 42
 - DateAdd(), 42-43
 - DateDiff(), 43-44
 - DatePart(), 44-45
 - DateSerial(), 45
 - DateValue(), 46
 - example of, 46-48
 - domain aggregate functions, 59
 - DCount(), 60
 - DLookup(), 60
 - DMax(), 60
 - DMin(), 60
 - EOF, 327
 - financial functions, 50
 - DdB() function, 50
 - example of, 51
 - Pmt() function, 51
 - Rate() function, 51
 - Format(), 55
 - date/time named formats, 56
 - numeric named formats, 56
 - user-defined formats, 57-59

GetObject, 339
 Is() functions, 61
 IsTable(), 319
 LOF, 327
 mathematical functions, 48
 Abs(), 48
 example of, 49
 Int(), 48
 Rnd(), 49
 Open(), 324
 arguments, 324-325
 string functions
 Asc(), 52
 Chr(), 53
 Lcase(), 53
 Left(), 54
 Len(), 53
 Mid(), 54
 Replace(), 54
 Right(), 54
 Split(), 55
 Trim(), 55
 Ucase(), 53
 user interaction
 InputBox(), 63-64
 MsgBox(), 61-62

G-H

generating random numbers, 49
 GoTo statement, 89
 GROUP BY clause, 379
 grouping objects within
 NavPane, 204-206
 handling report errors, 194
 HAVING clause, 380
 hiding toolbars, 15
 hierarchical structure
 of access objects, 229-232
 of ADO objects, 233-234
 of ADOX objects, 235-236
 Hour() function, 46
 HTML files, exporting, 353
 Hungarian convention, 21-22

I

I/O, 323
 opening files, 324-326
 printing to files, 331
 reading from files, 326-329
 writing to files, 329-330
 icon constants, MsgBox()
 function, 62
 identifiers, 31
 If...Then...Else statements, 77-80
 importing data into XML
 files, 354
 example of, 355-357
 ImportXML method, 354-357
 in place filtering, 302
 indenting code, 22
 index values, 94
 Option Base statement, 95
 indexes, creating
 ADOX object model, 261-262
 DAO object model, 260-261
 initiating procedures, 16-17
 InputBox() function, 63-64
 INSERT statement (SQL), 380-381
 inserting
 data
 ADO object model, 290-293
 DAO object model, 288-292
 modules, 15
 subroutines in modules, 68-69
 Int() function, 48
 Integer data type, 30
 converting to, 40
 Intellisense, 20
 interaction functions
 InputBox(), 63-64
 MsgBox(), 61-62

intrinsic constants, 28
 invoking methods, 105
 Is() functions, 61
 IsTable() function, 319

J-K-L

keywords
 public and private, comparing, 70
 SQL, 374-375
 subqueries, syntax, 320
 launching Database Splitter, 313
 LCase() function, 53
 Left() function, 54
 Len() function, 53
 lifetime, 117
 measuring, 121
 of module-level variables, measuring, 122-123
 of public variables, measuring, 124
 limiting results in searches, 294-295
 linked tables, creating, 313-314
 list controls
 combo boxes, adding unlisted values, 159-167
 populating, 155-156
 record, filtering, 156-158
 loans
 payments, calculating, 51
 periodic interest, calculating, 51
 local variables, 117
 LockTypeEnum method, constants, 281
 LOF function, 327
 Long data type, 30
 loops, Do Loop, 86-87
 aborting, 88

M

macros, 8

mathematical functions
 Abs() function, 48
 example of, 49
 Int() function, 48
 Rnd() function, 49

measuring lifetime, 121
 of module-level variables,
 122-123
 of public variables, 124

**menu bar options (VBE),
 12-13**

menus, 199
 form-based, 199-203

methods
 arguments, specifying, 135
 Close, 189-190
 DoCmd.Close, closing
 forms, 134-135
 DoCmd.OpenForm,
 opening forms, 131
 ExportXML, 350, 353
 arguments, 350-352
 example use of, 352-353
 ImportXML, 354-357
 invoking, 105
 OpenForm, OpenArgs
 argument, 133
 OpenReport, 188
 arguments, 188-189
 OpenArgs argument,
 190-191
 syntax, 105

**Microsoft Office Fluent UI,
 208-209**

Mid() function, 54

Minute() function, 46

module-level variables, 119
 lifetime, measuring,
 122-123

modules, 15
 subroutines, inserting,
 68-69

Month() function, 46

MsgBox() function, 61-62

multidimensional arrays,
 96-98
 elements, specifying, 96

multiselect controls,
 169-172

N

naming conventions
 applying, 21-22
 variables, 27

navigation events, 149

NavPane, 204
 methods, 206-208
 objects, grouping, 204-206

nesting, 83-84

**Network Login ID,
 capturing**, 363

Now() function, 42

Null data types, converting,
 41

Nz() function, 41

O

Object Browser, 109-110

Object data type, 30

object lifetime, 122

object models, 106-107
 ADO, 232
 object hierarchy,
 233-234
 ADOX, 234
 object hierarchy,
 235-236
 DAO, 229
 object hierarchy,
 229-230, 232
 data interface object
 models, 228-229
 referencing, 108
 selecting, 236-237

objects, 101-102
 collections, 105-106
 controls, 32
 creating, 102-104, 110-112

grouping within NavPane,
 204-206
 properties
 events, 113-114
 values, assigning, 104
 referencing, 31-32
 case study, 32-35
 UI objects, 227

octothorpes (#), 44

On Error Goto statement,
 74-75

**On Error Resume Next
 statement**, 73

one-dimensional arrays, 96

Open function, 324
 arguments, 324-325

OpenArgs argument, 133

**OpenArgs argument
 (OpenReport method)**,
 190-191

OpenDatabase method,
 274-275
 arguments, 273

**OpenForm method,
 OpenArgs argument**, 133

opening
 files, I/O method, 324-326
 forms, 131-133
 Recordsets, 278-280
 ADO object model,
 284-288
 DAO object model,
 280-283
 reports, 188-189
 schema recordsets, 317

OpenRecordset method
 arguments, 280
 constants, 280-281

OpenReport method, 188
 arguments, 188-189
 OpenArgs, 190-191

operators, 31

Option Base statement, 95

Option Explicit statement,
 26

option groups, 167-169
optional arguments, 71-72
ORDER BY clause, 379

P

passing arguments
 by reference, 72
 by value, 72-73

payments for annuities, calculating, 51

periodic interest, calculating, 51

Platform SDK, 360

Pmt() function, 51

populating
 list controls, 155-156
 reports, 191-193

predefined formats, applying to data, 55-57

predicates (SQL), 376-377

primary key, 262

primary table, 262

printing to files, I/O method, 331

private keywords, 70

procedure-level variables, 117-119

procedures, 67
 arguments, 71
 optional, 71-72
 passing by reference, 72
 passing by value, 72-73
 functions, 69-70
 data type, assigning, 70
 initiating, 16-17
 public versus private, 70
 stubs, 16
 subroutines, 67
 inserting in modules, 68-69

product catalog case study, 196

properties
 AccessObject object, 214-215, 217

events, 113-114
 of classes, implementing, 112-113
 of controls, Tag property, 183
 of form objects, setting, 136-137
 of forms, 135
 of objects, values, assigning, 104
 of text boxes, 177-179
 read/write, 105
 write-only, 105

Public keyword, 70
public keywords, 70
public variables, 120-121
 lifetime, measuring, 124

Q-R

qualifiers, 32

queries
 creating
 ADOX object model, 269-271
 DAO object model, 267-269
 crosstab queries, 383-384

random numbers, generating, 49

Rate() function, 51

read/write properties, 105

reading from files, I/O method, 326-329

Recordsets

cursors, 279-280
 data, deleting, 306
 Delete method (ADO object model), 307-308
 Delete method (DAO object model), 307
 data, finding, 294
 Filter method (DAO object model), 298-299
 Filter property (ADO object model), 302-304
 Find method (ADO object model), 299, 301

Find methods (DAO object model), 295, 297
 results, limiting, 294-295
 Seek method (ADO object model), 301-302
 Seek method (DAO object model), 297-298
 data, updating, 304-306
 opening, 278-280
 ADO object model, 284-288
 DAO object model, 280-283

ReDim statement, 98

referencing object models, 108

referencing objects, syntax, 31-35

relationships, creating
 ADOX object model, 265-266
 DAO object model, 263-264

Replace() function, 54

replacing characters within a string, 54

reports

closing, 189-190
 error handling, 194
 event sequence, 151-152
 filtering data, 193
 opening, 188-189
 populating, 191-193
 subreports, 195
 troubleshooting, 195

responding to events, 141-143

ribbons, 208

customizing, 209

Right() function, 54

Rnd() function, 49

S

saving code, 19

schema, 227, 239

- schema recordsets, 317-319
 - scheme definition files, 350
 - scope, 117
 - module-level, 119
 - procedure-level, 117-119
 - public, 120-121
 - Second() function, 46
 - Seek method
 - ADO object model, 301-302
 - DAO object model, 297-298
 - Select Case statement, 80-81
 - SELECT INTO statement (SQL), 382-383
 - SELECT statement (SQL), 376
 - FROM clause, 377
 - GROUP BY clause, 379
 - HAVING clause, 380
 - ORDER BY clause, 379
 - predicates, 376-377
 - WHERE clause, 378-379
 - selecting
 - files from File, Open dialog, 365-371
 - multiple form items, 172-174
 - object models, 236-237
 - setting breakpoints, 18
 - shortcuts for coding, Intellisense, 20
 - Simonyi, Charles, 21
 - Single data type, 30
 - single stepping through code, 18-19
 - specifying
 - arguments for methods, 135
 - elements in multidimensional arrays, 96
 - specifying array elements, 96
 - split configuration, implementing, 313
 - Split() function, 55
 - SQL (Structured Query Language), 9
 - clauses, 374
 - crosstab queries, 383-384
 - DDL, 315-316
 - keywords, 315
 - keywords, 374
 - common action
 - keywords, 374-375
 - statements, 374
 - DELETE, 383
 - INSERT, 380-381
 - SELECT, 376-380
 - SELECT INTO, 382-383
 - UPDATE, 382
 - subqueries, 319
 - keyword syntax, 320
 - standard modules, 15
 - Standard toolbar (VBE), 13-14
 - statements
 - Dim, 25
 - Option Explicit, 26
 - SQL, 374
 - DELETE, 383
 - INSERT, 380-381
 - SELECT, 376-380
 - SELECT INTO, 382-383
 - UPDATE, 382
 - static variables, 124-125
 - Steele, Doug, 365
 - String data type, 30
 - converting to, 41
 - string functions
 - Asc(), 52
 - Chr(), 53
 - LCase(), 53
 - Left(), 54
 - Len(), 53
 - Mid(), 54
 - Replace(), 54
 - Right(), 54
 - Split(), 55
 - Trim(), 55
 - UCase(), 53
 - structured files, 350
 - stub, 16
 - subforms, 182
 - subqueries, 319
 - keywords, syntax, 320
 - subreports, 195
 - subroutines, 67
 - inserting in modules, 68-69
 - syntax, 25
 - for Abs() function, 48
 - for arguments, 71
 - for Asc() function, 52
 - for Chr() function, 53
 - for conversion functions, 39
 - for DateAdd() function, 42
 - for DateDiff() function, 43
 - for DatePart() function, 44
 - for Dbd() function, 50
 - for Format() function, 56
 - for InputBox() function, 63
 - for Int() function, 48
 - for Is() functions, 61
 - for LCase() function, 53
 - for Left() function, 54
 - for Len() function, 53
 - for methods, 105
 - for Mid() function, 54
 - for MsgBox() function, 61
 - for Pmt() function, 51
 - for Rate() function, 51
 - for referencing objects, 31-32
 - case study, 32-35
 - for Replace() function, 54
 - for Right() function, 54
 - for Rnd() function, 49
 - for Split() function, 55
 - for static variables, 124
 - for Trim() function, 55
 - for UCase() function, 53
 - system-defined constants, 27
- ## T
- tables, creating
 - ADOX object model, 249-251
 - DAO object model, 246-249
 - Tag property, 183

text boxes, 177
 properties, 177-179

toolbars, hiding, 15

tracking
 current application users,
 case study, 126-127
 dependencies, 219-220

transferring data
 to Excel, 340-342
 to Word, 342-345

Trim() function, 55

troubleshooting reports, 195

two-dimensional arrays, 93

type libraries, 336
 references, setting, 336-337

U

UCase() function, 53

UDFs (user-defined functions), 69-70

UI objects, 227

UPDATE statement (SQL), 382

updating
 data, 304-306
 database installation, case study, 271-272

user-defined formats, applying to data, 57-59

Userforms, 14

V

Val() function, 39

values, formatting, 55
 date/time named formats, 56
 numeric named formats, 56
 user-defined formats, 57-59

variables, 25
 data types, 28-30
 declaring, 25-26
 lifetime, 117
 measuring, 121
 local, 117

module-level, 119
 lifetime, measuring, 122-123
 naming, 27
 procedure-level, 117-119
 public, 120-121
 lifetime, measuring, 124
 scope, 117
 static, 124-125

Variant data type, 31
 converting to, 41

VBA, 10

VBE (Visual Basic Editor), 11
 menu bar options, 12-13
 Standard toolbar, 13-14

version control, case study, 221, 223

viewing dependencies, 217-218

W

WHERE clause, 378-379
 syntax, 374

window handles, 362

Windows API, 359
 API calls, 359-362
 FindExecutable API, 364
 FindWindow API, 362-363
 Network Login ID, capturing, 363
 files, browsing, 365-372
 when to use, 364

Word, transferring data to, 342-345

write-only properties, 105

writing to files, I/O method, 329-330

X-Y-Z

XML, 349
 exporting data to XML files, 350-353
 example of, 352-353
 importing, 354-357
 structured files, 350
 supported file types, 349-350

Y

Year() function, 46