

Course Description: Students will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code.

Who Should Attend: This course is for students wishing to develop applications using MS Access.

Prerequisites: Students should have taken Access: Levels 1 and 2, and Access: Advanced, or have equivalent knowledge. Students should understand table, query, form, report, and macro design and function, as well as data normalization and table relationships.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Design an application by defining application objectives and requirements and by using external data sources.
- Navigate from one form to another in data-entry mode by using a command button.
- Automate a form designed as a dialog box by using a macro group.
- Create and modify a Switchboard form by using the Switchboard Manager.
- Customize forms by creating custom toolbars and menus.
- Create a form to use as a splash screen on application startup by setting properties and writing Visual Basic for Applications code.
- Identify elements of Visual Basic for Applications syntax and decide where to place code by examining a standard function, a module-level function, and an event procedure, including an event procedure to display a Web page in a Web Browser control on a form.
- Secure an application by defining application-level and file-level security, by creating a workgroup information file, and by setting a database password.

Course Outline:

Application Design Concepts

Planning an Application
Examining a Completed Application
Developing a Distributed Application Design

Adding Command Buttons to Guide User Navigation

Using One Form for Two Purposes: To Add or Edit Records

Automating a Dialog-box Form with a Macro Group

Creating a Macro Group
Customizing an Unbound Form to Behave like a Dialog Box
Documenting a Macro Group

Creating a Switchboard Form

Using the Switchboard Manager
Setting Database Startup Properties

Working with Custom Toolbars and Menus

Using a Macro Group to Show and Hide a Toolbar
Creating a Custom Menu Bar for a Form
Startup Properties for Toolbars and Menu Bars

Creating a Splash Screen Form

Creating a Form as a Splash Screen
Automating the Splash Screen Form by Using Visual Basic Code
Modifying Startup Properties to Display a Splash Screen Form
Documenting the Application

Using Visual Basic Procedures

Creating a Public Function
Adding General Procedures in a Form Module
Creating Event Procedures
Viewing a Live Web Site on a Form

Adding Security to an Application

Security Overview
Steps to Securing a Database by Using User-level Security
Documenting Database Security
Securing a Database with a Database Password
Distributing the Secured Application