

Microsoft Access Level 4:

Introduction to Application Development (2 Days)

Prerequisites: You should be proficient performing the objectives identified in the Microsoft Access Level 2 and Microsoft Access Level 3 course outlines, and have at least six months experience using Microsoft Access

Course Objectives

This course is intended for participants who have previous experience using Microsoft Access. This is the fourth in the series of courses covering Access. This two day performance-based training course teaches you how to design Access applications, use tools and controls, create dialog boxes, use macros, control data entry, use dialog boxes to get report criteria, create custom switchboards, create keyboard shortcut macros, control tips, and status bar messages, use database utilities, and protect and replicate databases.

- Examine the application development process and decide where to automate your application
 - Evaluate database performance and use advanced controls to make forms and reports more functional and informative
 - Request and process user information through dialog boxes
 - Use and create macros to automate tasks in an application
 - Control data entry through the proper application of property settings and macros
 - Use a dialog box and modify report properties and query criteria to filter records in a report
 - Use switchboards as startup forms in an application
 - Create keyboard shortcut macros and pop-up control tips or messages to improve application usability
 - Use database utilities to manage your files
 - Control, protect, and replicate application data used by multiple users in a networked environment
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Outline

Module 1: Designing Applications

- Examining the Application Development Process
- Previewing an Existing Application
- Deciding Where to Automate Your Application

Module 2: Using Advanced Tools and Controls

- Using the Performance Analyzer
- Using a Combo Box to Find Records
- Calculating Values from Subform Controls

Module 3: Creating Dialog Boxes

- Setting Dialog Box Form Properties
- Adding Dialog Box Controls
- Enhancing Dialog Boxes

Module 4: Using Macros

- Creating Macros
- Attaching Macros to Events on Forms
- Using the Macro Builder
- Creating Conditional Macros
- Creating Macro Groups

Module 5: Controlling Data Entry

- Restricting User Access to Fields
- Setting Form Properties
- Setting the Open Mode
- Closing Forms Automatically
- Specifying Default Values for Fields
- Conditionally Setting the Visible Property

(Outline continued on the next page)

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Module 6: Using Dialog Boxes to Get Report Criteria

- Creating a Dialog Box for a Report
- Modifying Underlying Queries
- Modifying Reports
- Testing and Refining Dialog Boxes

Module 7: Creating Custom Switchboards

- Creating Switchboard Forms
- Creating Macros for Switchboard Controls
- Assigning Macros to Switchboard Controls

Module 8: Enhancing Applications

- Creating Keyboard Shortcut Macros
- Creating Control Tips and Status Bar Messages
- Setting Startup Properties
- Adjusting Objects and Viewing Enhancements

Module 9: Using Database Utilities

- Using the Database Splitter
- Using the Linked Table Manager
- Compacting and Repairing a Database
- Converting a Database to a Previous Version
- Backing Up and Restoring a Database

Module 10: Protecting and Replicating Databases

- Setting Record Locking
- Opening Databases in Exclusive Mode
- Using Database Passwords
- Encrypting and Decrypting Databases
- Replicating and Synchronizing Databases