

# Advanced Microsoft Access 2000



A Two-day guide

**Ref No: DD109**

## **Manual Aims**

At the end of the course, you will:

- Identify the basic principles of multi-table database design
- Design and implement a multi-table database design, integrating queries, reports and forms
- Design and implement a multi-table database application with menus
- Import and export data using a commercial database package

## **Objectives**

You will meet these learning outcomes through the following topics:

- Access object naming conventions
- Database Design and Normalisation
- Forms and Macro Buttons
- Functions and Procedures
- Modifying Program Code
- Using VBA
- Main Forms and Sub Forms
- Calculated Fields
- SQL Queries
- Autoexecute Macros

## **Number of Pages**

225

## **Audience**

This manual is designed to help the Access user understand how to fit all of the pieces of a database together.

It is assumed that participants using this manual have a solid understanding of Introductory Access techniques.

This manual covers some aspects of programming but is not a programming book.

## **Prerequisites**

A solid understanding and use of Access 2000 to an Intermediate level.

## **Course Length**

In a training environment this course is suitable for Two days.

## **Course Structure**

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

# Advanced Microsoft Access 2000



## **Course Objectives**

### **Consolidation of Access**

Case Study

### **Revision**

### **Planning the Database**

What information do you need to keep?

Report types

Plan summary

Videos - Exercise

### **The Tables**

Refining Table Fields

Refining the Video Table

Relationships

### **Revision – Creating the Tables**

### **Field Properties**

An Input mask

### **Importing Spreadsheet Data**

Import spreadsheet wizard

### **Lookup Fields**

Creating a Lookup Field

Row source

### **Lookup Lists**

Editing a value list

### **The Relationships Window**

### **Database Design and Normalisation**

The Relationship window

Compacting a database

Repairing a database

Performance analyzer

### **Forms Design**

Creating a Form

Formatting a Form

Design View

Field Properties

Changing Captions

Moving Fields

Vertical Spacing

Nudging Fields

Shrinking a Field

Changing a Form Title

### **Controls**

Creating a Control

The Query builder

Dragging a linked field onto a Form

### **Tab Order**

### **Forms, Buttons & VBA**

Accessing a Form Footer

Fill/Back color

Adding a Close button

Command button Wizard

Viewing the VBA code

Code Explanation

### **Creating a Module**

Creating a new Module

Attaching the Function to a Button

Adding another Button

A new Function

Attaching a New Function

### **Form Templates**

Setting Form Properties

Creating Form Template

Testing the Template

Creating Forms from a Template

### **Complex Calculations**

Creating the Query

Selecting multiple fields

Calculated Fields

Typing a Formula

Creating a Mathematical function

Creating the SeniorRate Function

Creating the

NewBrokerage Function

Applying Functions

Creating/Applying the

StampDuty Function

Creating/Applying the

TotalPrice Function

### **Using SQL**

Viewing SQL

Creating a Combo Box

Creating a search field in

SQL

### **Modifying Program Code in Forms**

Form\_Load procedure

Search\_AfterUpdate

Procedure

### **Creating a Form from a Query**

Formatting the Form

### **Modifying a Form with VBA**

VBA code

Modifying a Form

### **Automated Text Color**

### **Application Front Ends & Menus**

Creating Buttons

Command Button Wizard

Creating and Modifying a Second Form

Vertical Spacing

Modifying Button

procedures

Adding a Second Button

Creating the Procedure

Editing a Button

Switch Buttons

Creating the Procedure

### **Form Graphics**

Inserting a Picture

Image Properties

Sizing the Image

### **AutoExec Macros**

Creating the Macro

Running the Macro

Editing the Macro

### **Creating a Reports Form**

The List Box wizard

The Form Buttons

Removing a Column

Enhancing a Main Menu

Creating the Procedure