

**Ref No:** DD147

**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 2002 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 is included.

During the course, you also undertake a number of exercises using a database you have created as the owner of a fictitious Video Store

## **Learning Outcomes**

### **Consolidation of Access**

Case Study

### **Revision**

Scenario

### **Planning the Database**

What information do you need to keep?

Summary of Customer Actions

Report Types

What else?

Plan Summary

*Video Store Exercise*

### **The Tables**

Refining the Table Fields

Refining the Videos table

Relationships

### **Revision - Creating the Tables**

The Customers Table

The SaleType Table

The Videos Table

The Sales Person Table

The Reports Table

The Sales Table

### **Field Properties**

An Input Mask

*Video Store Exercise – Field Properties*

### **Importing Spreadsheet Data**

The Import Spreadsheet Wizard

*Video Store Exercise*

### **Lookup Fields**

Creating the Lookup Field

Row Source

### **Lookup Lists**

Editing a Value List

### **The Relationships Window**

### **Database Design and Normalisation**

The Relationship Window

Compacting and Repairing a database

Performance Analyzer

*Video Store Exercise*

### **Forms Design**

Creating a Form

The Form

Formatting a Form

Design View

Field Properties

Changing Captions

Changing Captions Exercise

Moving Fields

Vertical Spacing

Nudging Fields

Shrinking a Field

Changing a Form Caption

Finishing Touches

*Video Store Exercise*

### **Controls**

Creating a Control

The Query Builder

Dragging a Linked Field onto a Form

*Video Store Exercise*

### **Tab Order**

Changing a Tab Order

*Video Store Exercise*

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

Accessing the Form Footer

Fill/Back Color

Adding a Close Button

The Command Button Wizard

Viewing the VBA code

Code Explanation

*Video Store Exercise*

### **Creating a Module**

Creating a New Module

Attaching the Function to a Button

Adding another Button

A New Function

Attaching the new Function

*Video Store Exercise*

### **Form Templates**

Setting Form Properties

Creating a Form Template

Testing the Template

Creating Forms from a Template

*Video Store Exercise*

### **Complex Calculations in Queries**

Creating the Query

Selecting Multiple Fields

- Calculated Fields
- Typing the Formula
- Creating a Mathematical Function
- Code Explanation
- Creating the SeniorRate Function
- Creating the NewBrokerage Function
- Applying Functions
- Creating the StampDuty Function
- Applying the StampDuty Function
- Creating the TotalPrice Function
- Applying the TotalPrice Function
- Video Store Exercise*

## **Using SQL**

- Viewing SQL
- Creating a Combo Box
- Creating a Search Field in SQL

## **Modifying Program Code in Forms**

- A Form\_Load Procedure
- A Search\_AfterUpdate Procedure
- Video Store Exercise*

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

- Formatting the Form

## **Modifying a Form with VBA**

- Buttons Revision
- VBA Code
- More VBA Code
- Testing the Form
- Modifying the Form
- Video Store Exercise*

## **Automated Text Color**

- VideoStore Exercise*

## **Application Front Ends & Menus**

- Creating the Buttons
- The Command Button Wizard
- Exercises*
- Creating a Second Form
- Modifying the Second Form
- Vertical Spacing
- Modifying the Button Procedures
- Editing the Second Button
- Creating the Procedure
- Editing the Third Button
- Creating the Procedure
- Switch Buttons

- Creating the Procedure

- Video Store Exercise*

## **Form Graphics**

- Inserting a Picture
- Image Properties
- Sizing the Image
- Images Revision
- Video Store Exercise*

## **AutoExec Macros**

- Creating a Macro
- Running the Macro
- Editing the Macro
- Video Store Exercise*

## **Creating a Reports Form**

- The List Box Wizard
- The Form Buttons
- Removing a Column
- Enhancing the Main Menu
- Creating the Procedure
- Video Store Exercise*

## **Summary**