

Combined Version Manual – Advanced MS Access 2002/2003



A Two day guide

Ref No: DD172

Course 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. This manual covers some aspects of programming but it is by no means a programming book. For this manual to work effectively, it is best to work through it sequentially.

Prerequisites

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

Course Length

In a training environment this course would be 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.

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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

Videos - 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 Exercise – Field

Properties

Importing Spreadsheet

Data

The Import Spreadsheet

Wizard

Video 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 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 Exercise

Controls

Creating a Control

The Query Builder

Dragging a Linked Field onto a Form

Video Exercise

Tab Order

Changing a Tab Order

Video Exercise

Forms, Buttons & VBA

Accessing the Form Footer

Fill/Back Colour

Adding a Close Button

The Command Button

Wizard

Viewing the VBA code

Code Explanation

Video 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 Exercise

Form Templates

Setting Form Properties

Creating a Form Template

Testing the Template

Creating Forms from a

Template

Video 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 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 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 Exercise

Automated Text Colour

Video 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

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Creating the Procedure
Switch Buttons
Creating the Procedure
Video Exercise

Form Graphics

Inserting a Picture
Image Properties
Sizing the Image
Images Revision
Video Exercise

AutoExec Macros

Creating a Macro
Running the Macro
Editing the Macro
Video Exercise

Creating a Reports Form

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

Summary