

MICROSOFT Access 2000

Level 4 - Development

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. Students enrolling in this course should understand table, query, form, report, and macro design and function, as well as data normalization and table relationships.

Upon Completion of this course students will be familiar with and have skill to:

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

