

Microsoft Access 2016/2013/2010

Level 3

Course Overview

In this 2-day course, you will learn how to create a user-friendly interface for an Access database so that end-users who do not know the Access program can easily use your database. To do so, you will explore the SQL language behind queries. You will also create a friendly form so users can select the criteria they want for a report. You will create data-entry forms based on multiple tables, providing an easy interface for tables with One-to-Many, Many-to-Many, and One-to-One relationships. Additionally, you will use the Visual Basic for Applications (VBA) programming language to automate many processes including creating intuitive search boxes. You will also use Visual Basic to open forms and reports filtered by certain criteria simply by clicking a button. You will hide the back-end Access environment and replace it with user-friendly forms and reports. Additionally, this course will discuss distributing your application in a multi-user environment. Prerequisite Course: Access Level 2.

Access Course Series:



Course Topics

Introducing SQL

- Naming Conventions
- Viewing the SQL Code Behind a Query
- Creating a Union Query
- Basing a Report Directly on SQL

Using Parameters in Queries and Reports

- Using a Parameter in a Query
- Using Wildcards with Parameters
- Displaying Multiple Parameter Prompts
- Working with Date Parameters
- Using a Parameter for a Report

Enabling Dynamic Report Criteria

- Creating a Blank Criteria Form
- Creating a Command Button for a Report
- Adding a Criteria Combo Box to a Form
- About Objects References
- Using a Combo Box for Report Criteria
- Viewing All Data

Creating Multi-Table Forms

- Creating a Main/SubForm for Tables in a One-to-Many Relationship
- Improving SubForm Appearance
- Creating a Main/SubForm for Tables in a Many-to-Many Relationship
- Creating a Form for Tables in a One-to-One Relationship

Customizing Forms

- Adding Command Buttons to a Form
- Using the IIF Function on a Form
- Modifying Text Box Properties
- Modifying Form Properties

Using Visual Basic to Create Search Boxes on a Form

- Creating an Unbound Combo Box with a Wizard
- Introducing Visual Basic Used in Access
- About Objects, Events, and Properties
- Using Visual Basic to Set Properties
- Using a Combo Box to Search for Numbers
- Creating an Unbound Combo Box Without a Wizard
- Using a Combo Box to Search for Text
- Using a Text Box to Search for Dates
- Additional Search Techniques
- Clearing Search Boxes
- Dynamically Modifying a Form's Caption
- Adding Comments for Documentation

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Using Methods in Visual Basic

- About Methods
- Requerying a Combo Box
- Filling Prices Automatically During an Order
- Creating a Blank Main Menu Form
- Opening a Form on a New Record
- Filtering a Form for Unshipped Orders
- Filtering a Form for Shipped Orders
- Filtering a "One" Form by Data from a "Many" Form
- Filtering a "Many" Form by Data from a "One" Form
- Opening a Report by Using a Form
- Previewing and Filtering a Report

Finishing the User Interface

- Adding Close Buttons to Forms
- Finalizing the Main Menu Form
- Hiding the Access Environment from Users
- Testing the User Interface
- Bypassing the User Interface

Distributing a Database to Multiple Users

- Locking Records
- Understanding the Distributed Model
- Splitting a Database
- Manually Linking a Table
- Creating a Protected ACCDE File
- About the Distribution Process
- Opening a Database in Exclusive Mode
- Training the Database Users