

Access 365

Advanced Course Outline

Objectives:

This course is designed for existing intermediate access users who want to learn more about the advanced features of Access including an introduction to Access VBA programming.

Content

Lesson 1: More about Forms

While the wizards are excellent for getting started with forms, the more advanced database designer will want to understand the form properties in depth and use these properties to manipulate the forms to behave in such a manner as the designer wishes. A large part of this behaviour can be governed by the Visual Basic module behind the forms.

Lesson 2: More Reporting Features

Although the report wizard is excellent for speed of design, an experienced Access designer will find it essential to know exactly how to design a report from scratch and in fact, to be able to create manually everything the wizard is capable of producing - and more.

Lesson 3: Analysing and Documenting your database

The Database Documenter is a built-in Access tool that produces a full written report of the objects in your database - tables, queries, forms, reports, macros and modules - listing out their properties, field definitions, relationships and permissions. It is particularly useful if you need to hand your database over to someone else, if you want a paper record of how a database was built before you make changes to it, or simply if you have inherited someone else's database and need to understand what is in it.

Lesson 4: Custom Database properties

When you are preparing your database to be delivered to your customers or users, you need it to look as professional as possible. You might not want the users being able to see the database windows, or you may want to control the ribbon and menu options that they can see. You might also want to create a Switchboard or start up form in order to aid navigating through the different forms that you have built into your database.

Lesson 5: Macros

Macros are a way of automating repetitive tasks in the database. A macro is a tool that allows you to automate tasks and add functionality to your forms, reports, and controls. For example, if you add a command button to a form, you associate the button's OnClick event to a macro, and the macro contains the commands that you want the button to perform each time it is clicked

Lesson 6: Getting Started with Modules

Visual Basic for Applications enables you to really unleash the power of Access. Writing code to manipulate data as well as to automate procedures enables the database designer to automate many processes making the database accessible to a much wider variety of users than would previously have been possible.

Lesson 7: Finishing off

At the end of creating your database, a good idea is to split the database into a front end and backend – in reality, two databases with the backend holding the tables and queries and the front-end holding your program. Making an ACCDE file out of the front-end then protects your program from prying eyes and itchy fingers.

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