

Microsoft Access 2003 for Developers

Course Aims

This course provides the client with an approach to developing the database objects from a developer's perspective. By introducing VBA Access, it leverages the user's knowledge in developing Access Application.

Pre-requisites

Completed the MS Access Advanced course or an equivalent experience with Access and Using Macros.

Level	Duration	Time
Advanced	3 Days / 22.5 Hours	9:00 am to 5:30 pm

Module 1. Designing a Database

- Issues in Designing a Database
- Normalization
- Assigning Data Types
- Setting Number Formats
- Setting Validation Rules
- Creating an Input Mask
- Setting Primary Key
- Setting Table Properties
- Creating Table Properties
- Creating a Relationship
- Setting Referential Integrity

Module 2. Using Queries

- Using Criteria in a Query
- Creating Parameter Queries
- Using Date Criteria
- Getting Help Using the Expression Builder
- Creating Make Table Query
- Creating Make Update Query
- Creating Append Query
- Creating a Delete Query

Module 3. Using forms

- Uses of Forms
- Anatomy of a Form
- Exploring the Form Properties
- Exploring The Control Properties
- Creating Subforms
- Creating forms based on queries
- Bound and Unbounded Controls
- Using combo boxes
- Using Option Group and Option Button
- Using the Bound Object Frame Control
- Using the Expression builder to enhance a form
- Using the Command Button Wizard

Module 4. Using Reports

- Anatomy of a Report
- Using the Report Wizard
- Selecting the Correct Control
- Bound / Unbound Object Frames
- Report's format Properties
- Control properties and their Uses
- Bound, Unbound, and Calculated controls
- Building Reports Based On More Than One Table
- Creating Subreports
- Sorting and Grouping

Module 5. Intro to Macros

- Working with Macros
- Creating A Macro
- Assigning An Argument to Macros
- Autoexec Macro

- The Openform Macro with Condition
- Some other Examples of Macro

Module 6. Intro to VBA

- Modules, Subroutines and Procedures
- Scope and Lifetimes of Procedures
- Variables and Data Types
- Scope and Lifetimes of Variables
- Syntax

Module 7. The VBE Window

- Project Explorer, Code Window
- Object Browser
- Debugging Windows

Module 8. Programming Constructs

- Using If Structures
- Using Case Select Statement
- Using For Next Loop
- Using DO Loop Statements
- Putting it together

Module 9. Procedures and Functions

- Calling Other Sub Procedures
- Procedures with Arguments
- The DoCmd Object
- The Built-in Functions

Module 10. Objects, Properties, Methods and Events

- Working with Objects
- Object Properties
- Events of an Object
- What are Methods
- How to refer to an Object?
- Examples of Controls Properties and Methods

Module 11. Advanced form techniques

- Using Form Events
- Using Section and Control Events
- Creating MultiPage Form
- Tabbed Forms
- Switchboard Forms
- Splash Screen Forms
- Using Combo Box and List Box at Runtime
- SubForms Techniques

Module 12. Advanced Report Techniques

- Events in Reports Objects
- Special Report Properties
- Working with report Filters
- Displaying Summary or Detail in a report
- Numbering Report Items
- Manipulating Reports Programmatically
- Exercises

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Module 13. MULTI-USER ISSUES

- Security & Multi User Issues
- Networking Environment
- Creating Workgroup
- First Logging On
- Access As An Administrator
- Workgroup Theory
- Adding A New Account To Admin Group
- Adding New Account To User Group

- Creating Groups
- Setting Permissions
- Altering Group Permissions
- Logging On As A User

Module 14. XML SUPPORT

- About XML
- Exporting to XML Files
- Importing XML Data