

ON LINE SERVICES

Computer Training & Support

Access 2000

Introduction to Application Development

Course Description

Overview: Students will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic code.

Objectives: Upon successful completion of this course, students will be able to:

- * Design an application by defining application objectives and requirements and by using external data sources.
- * Navigate from one form to another in data-entry mode by using a command button.
- * Automate a form designed as a dialog box by using a macro group.
- * Create and modify a Switchboard form by using the Switchboard Manager.
- * Create and use custom toolbars and menus by using the Customize dialog box.
- * Create form to use as a splash screen on application startup by setting properties & writing Visual Basic code.
- * Identify elements of Visual Basic for Applications syntax and decide where to place code by examining a global function, a module-level function, and an event procedure.
- * Secure an application by defining application-level and file-level security, by creating a workgroup information file, and by setting a database password.

Course Outline

Lesson 1: Application design concepts

Planning an application
Developing a distributed application design

Lesson 2: Adding command buttons for navigation

Using one form to add or edit records

Lesson 3: Automating a dialog-box form with a macro group

Creating a macro group
Customizing an unbound form as a dialog box
Documenting a macro group

Lesson 4: Creating a Switchboard form

Using the Switchboard Manager
Setting database startup properties

Lesson 5: Working with custom toolbars and menus

Using a macro group to show and hide a toolbar
Using Visual Basic code to show and hide a customized form-view toolbar
Creating a custom menu bar for a form
Startup properties for toolbars and menus

Lesson 6: Creating a Splash Screen form

Creating a form as a splash screen
Automating the Splash Screen form
Modifying startup properties to display a Splash Screen form
Documenting the application

Lesson 7: Using Visual Basic procedures

Creating a global function
Adding General procedures in a form module
Creating event procedures

Lesson 8: Adding security to an application

Security overview
Steps to securing a database by using user-level security
Documenting database security
Securing a database with passwords
Distributing the secured application