

Course Overview

In this 2-day course (formerly called Access Level 4), you will learn how to create a user-friendly interface for a database, making it easy for non-Access users to use your database. Specifically, you will learn how to create custom macros and macro groups to help automate tasks. Additionally, you will learn some fundamentals of the Access Visual Basic programming language to requery a combo box, export data to Excel, and open forms filtered for specific data. You will create a custom criteria form, giving non-Access users an easy way to select criteria for a report. You will also add search boxes to a form so users can easily search for the data they choose. You will create custom toolbars and a custom Switchboard form (main menu) from which users can select forms and reports. You will set Startup options so users only see your custom forms and reports. Lastly, you will learn how to distribute a database to multiple users.

Course Preparation

Prerequisite Course: Access Intermediate (formerly called Access Level 3) or equivalent experience. You should come to this class with a working knowledge of designing tables; defining primary keys; setting table relationships with referential integrity; and understanding the concepts and design of queries, forms, and reports.

Course Topics

Understanding the Basics of SQL

- Viewing SQL Code Behind Queries
- Creating a Union Query
- Basing a Report Directly on SQL

Creating Macros

- Creating a Macro to Automatically Fill in Prices and Open Reports with Specific Criteria
- Assigning a Macro to a Command Button and Text Box
- Setting Conditions in Macros
- Creating a Macro Group
- Troubleshooting Macros

Introducing Visual Basic in Access

- Objects, Properties, Methods, and Events
- Requerying a Combo Box
- Using a Command Button to Export Data to Excel
- Opening Filtered Forms
- Understanding VBA Code Created with a Wizard

Using Parameters

- 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 Criteria Form
- Creating a Command Button to Open a Report
- Creating a Search Combo Box for Criteria
- Using a Search Box for Report Criteria
- Automatically Maximizing a Report Window

Creating Search Boxes on Forms

- Creating Combo and Text Boxes to search for Various Types of Data
- Redisplaying all Records after a Search
- Clearing Unused Search Boxes
- Dynamically Modifying a Form Caption

Customizing Toolbars

- Creating a Custom Toolbar
- Grouping Toolbar Buttons
- Attaching a Custom Toolbar to a Report

Creating a Switchboard Form

- Creating a Switchboard (Main Menu) Form
- Creating Multiple Switchboard Pages
- Opening one Switchboard from Another
- Formatting a Switchboard

Enabling Startup Options

- Understanding Startup Options
- Setting and Using Startup Options
- Bypassing Startup Options

Distributing a Database to Multiple Users

- Locking Records
- Compacting a Database
- Automatically Splitting a Database into Two Files
- Manually Linking Tables
- Converting a Database to a Different File Format
- Creating an MDE File
- Understanding the Distribution Process
- Opening a Database in Exclusive Mode
- Training Database Users