



## Access 2002: Introduction to Application Development

Course length: 1 day

Certification: Microsoft Office Specialist

### Course Description

*Access 2000: Introduction to Application Development* is a hands-on instruction book that will guide you through the process of developing an application by using one or more Access 2000 databases.

**Target Student:** Students that are proficient in creating Access normalized tables and their relationships, multi-table queries, forms and subforms, reports, and macros, and who need to draw on all of these skills and add code to create an application.

**Prerequisites:** We designed *Access 2000: Introduction to Application Development* for the student who is proficient in creating Access normalized tables and their relationships, multi-table queries, forms and subforms, reports, and macros, and who needs to draw on all these skills and add code to create an application. The prerequisite courses for this course are:

- *Access 2000: Level 1*
- *Access 2000: Level 2*
- *Access 2000: Advanced*

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** You will learn about the process of developing an application by using one or more Access 2000 databases.

**What's Next:** This is the last book in the Access 2000 series. You may consider the other series (Word 2000, Excel 2000, and so on) to increase your experience with the Office 2000 suite.

### Certification

*Access 2000: Introduction to Application Development* is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

## Performance-Based Objectives

- Design an application by planning the scope and components of an application and by using external data sources.
- Navigate from one form to another form in data-entry mode by using a command button, and make a command button invisible on the second form.
- Automate a form designed as a dialog box by using a macro group.
- Create and modify a Switchboard form by using the Switchboard Manager. Display the Switchboard form when the database opens by changing database Startup properties.
- Create and use custom toolbars and menus by using the Customize dialog box and setting properties.
- Create an unbound form to use as a splash screen on application startup by setting properties and writing Visual Basic for Applications code.
- Identify elements of Visual Basic for Application syntax and decide where to place code by working with a standard function, a Private module-level procedure, and Sub procedures attached to event properties.
- Secure an application by defining application-level and file-level security, by creating a workgroup information file, and by setting a database password

## Course Content

### Lesson 1: Application Design Concepts

Topic 1A: Planning an Application

Topic 1B: Moving through a Completed Application

Topic 1C: Developing a Distributed Application Design

### Lesson 2: Adding Command Buttons to Guide User Navigation

Topic 2A: Using One Form for Two Purposes: To Add or Edit Records

### Lesson 3: Automating a Dialog Box Form with a Macro Group

Topic 3A: Creating a Macro Group

Topic 3B: Customizing an Unbound Form to Behave like a Dialog Box

Topic 3C: Documenting a Macro Group

### Lesson 4: Creating a Switchboard Form

Topic 4A: Using the Switchboard Manager

Topic 4B: Setting Database Startup Properties

### Lesson 5: Working with Command Bars: Toolbars and Menus

Topic 5A: Using a Macro Group to Show and Hide a Toolbar

Topic 5B: Creating a Custom Menu Bar and Shortcut Menu for a Form

Topic 5C: Startup Properties for Toolbars and Menu Bars

**Lesson 6: Creating a Splash Screen Form**

Topic 6A: Creating a Form as a Splash Screen

Topic 6B: Automating the Splash Screen Form by Using Visual Basic Code

Topic 6C: Modifying Startup Properties to Display a Splash Screen Form

Topic 6D: Documenting the Application

**Lesson 7: Using Visual Basic Procedures**

Topic 7A: Creating a Public Function

Topic 7B: Adding General Procedures in a Form Module

Topic 7C: Creating Event Procedures

Topic 7D: Viewing a Live Web Site on a Form

**Lesson 8: Adding Security to an Application**

Topic 8A: Security Overview

Topic 8B: Steps to Securing a Database by Using User-level Security

Topic 8C: Documenting Database Security

Topic 8D: Securing a Database with a Database Password

Topic 8E: Distributing the Secured Application

**Appendix A: APP.MDB Diagrams**

Book Invoice Application

Access Application

**Appendix B: Planning an Application**

Planning an Application

**Appendix C: Importing Spreadsheets, Databases, and Delimited Text Files**

Importing and Linking Data from Spreadsheets

Importing and Linking Database Files

Importing Text Files