



**Microsoft Access  
Application Development**

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**Course Description**

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

**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 simple Visual Basic for Applications code.

## Course Content

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### **Application Design Concepts**

- Planning an Application
- Moving through a Completed Application
- Developing a Distributed Application Design
- Adding Command Buttons to Guide User Navigation
- Using One Form for Two Purposes: To Add or Edit Records
- Automating a Dialog Box Form with a Macro Group

### **Advanced forms**

- Using grouped controls
- Creating and using grouped controls
- Adding an option group control to a form
- Modifying the option group control
- Checking errors in forms
- Refining the user interface
- Adding a tab control to a form
- Preventing modifications
- Creating a Startup form
- Discussing a Switchboard form
- Creating subforms
- Examining and using a subform
- Creating a subform

### **Creating a Macro Group**

- Customizing an Unbound Form to Behave like a Dialog Box
- Documenting a Macro Group
- Creating a Switchboard Form
- Using the Switchboard Manager
- Setting Database Startup Properties

### **Working with Command Bars: Toolbars and Menus**

- Using a Macro Group to Show and Hide a Toolbar
- Creating a Custom Menu Bar and Shortcut Menu for a Form
- Startup Properties for Toolbars and Menu Bars

### **Creating a Splash Screen Form**

- Creating a Form as a Splash Screen
- Automating the Splash Screen Form by Using Visual Basic Code
- Modifying Startup Properties to Display a Splash Screen Form

### **Using Visual Basic Procedures**

- Creating a Public Function
- Adding General Procedures in a Form Module
- Creating Event Procedures
- Automating navigation across forms
- Discussing VBA
- Examining the VBE window
- Examining a command button's code
- Programming a button to open another form
- Disabling and enabling command buttons
- Setting startup properties