

## Course Overview

In this 2-day course (formerly called Access Level 4), you will learn how to create a user-friendly interface for an Access database so end users who do not know the Access program can easily use your database. This course will discuss distributing the application in a multi-user environment. This course will also introduce macros and the Visual Basic for Applications programming language so you can automate database processes for yourself and others.

## 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

### Introducing SQL

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

### Creating Macros

- About Objects, Events, and Properties
- Creating a Macro to Filter a Report
- Creating Macros to Filter a Form
- Using Actions Not on the Trusted List
- Setting Conditions
- Troubleshooting a Macro

### Using Parameters in Queries and Reports

- 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
- Referencing Objects
- Using a Combo Box to Specify Report Criteria
- Creating a Command Button to View a Report
- Viewing All Report Data

### Using Visual Basic to Create Search Boxes on Forms

- Introducing Visual Basic in Access
- Using Visual Basic to Set Properties
- Creating Combo Boxes Without the Wizard
- Creating a Combo Box to Search for Numbers
- Creating a Combo Box to Search for Text
- Creating a Text Box to Search for Dates
- Additional Search Techniques
- Clearing Search Boxes
- Adding Comments for Documentation

### Using Methods in Visual Basic

- About Methods
- Requerying a Combo Box
- Exporting Data to Excel
- Filling Prices Automatically During an Order
- Filtering a "One" Form based on Data from a "Many" Form
- Filtering a "Many" Form based on Data from a "One" Form

### Finishing the User Interface

- Opening Reports in Print Preview
- Adding Close Buttons to Forms
- Finalizing the Main Menu Form
- Hiding the Access Environment from Users
- Testing the User Interface
- Bypassing the User Interface

### Distributing a Database to Multiple Users

- Locking Records
- Understanding the Distributed Model
- Splitting a Database
- Manually Linking a Table
- Creating a Protected ACCDE File
- About the Distribution Process
- Opening a Database in Exclusive Move
- Training the Database Users
- About Different File Formats