



# Microsoft® Access Part 2

## Course Description:

Effective database management calls for mastering the advanced features of Access. In this course, you will automate the usage of the database by creating a custom application via macros and VBA code. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access application and are interested in learning to automate the functionality of the database.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 14 hours (2 days)

**Course Objectives:** To learn to automate business processes by using macros, introductory VBA code, database passwords and startup properties.

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

- Set database passwords
- Create and Assign macros to form/report/control event
- Create forms that function as menus
- Use VBA code with controls and events
- Set database startup properties

**Prerequisite:** Access Part 1

## Course Outline

### Part 1 Review

- Tables, Queries, Forms, Reports
- Advanced Forms

### Use Access Database Security

- Encrypt/decrypt a database with a password
- Open and decrypt a database

### Use Macros with Events/Controls

- Create embedded macros
- Assign a macro to a control
- Create a command button
- Add a condition to a macro
- Assign macro to an event

### Use VBA to Extend Database Capabilities

- Introduction to VBA and object-oriented programming
- Work in the Visual Basic Editor
- Create a subroutine
- Run a VBA procedure

### Define Variables, Constants, and Calculations

- Access data types
- Declare variables
- Create calculation using mathematical operators

### Use VBA with Form Events/Controls

- Change appearance of a control
- Respond to Form events
- Opening and closing Forms

### Create Menus

- Create a blank form
- Customize forms to use as menu
- Add a command button to a menu

### Set Database Startup Properties

- Hide navigation pane
- Automatically load a form when database opens
- Name the application

### Backup a Database