

*VISUAL BASIC FOR
ACCESS*

TEACHER'S MANUAL

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The Puritans' Home School Curriculum

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**TEACHER’S MANUAL FOR
VISUAL BASIC FOR ACCESS
TABLE OF CONTENTS**

Section One : Course Instructions.....p. 4

Section Two : Chapter Check-off List.....p. 6

Section Three : Course Project.....p. 8

SECTION ONE: COURSE INSTRUCTIONS

Purpose

This course provides an introduction to Visual Basic for Access using Evan Callahan's book *Microsoft Access 2002 Visual Basic: For Applications Step by Step*, which is available in many public libraries. Microsoft Access offers excellent back-end database management when combined with Visual Basic's capabilities.

Prerequisites

A separate *Puritans' Home School Curriculum* course introduced students to programming in Visual Basic. That course should be completed before beginning this course.

In addition, students should become familiar with Microsoft Access itself before beginning this course. Like Microsoft Excel and Microsoft Word, Microsoft Access is easy to learn. The best way to learn Microsoft Access is just playing around with it some, and using Access's Help function on the toolbar. There is information in Help to walk a beginner through the basics of Microsoft Access. It is also an excellent reference resource for more complicated questions students may have.

Chapter Check-Off List

Students should record when they have completed the work associated with each chapter in the book *Microsoft Access 2002 Visual Basic: For Applications Step by Step*. The book comes with a CD to be used on exercises. Students should read through each chapter, performing the exercise steps as they read.

Course Project

Students should do the course project, using the information they have learned about Access and Visual Basic from this course and previous courses.

Grading

Students' grades should be based upon completing the *Chapter Check-Off List* in a timely manner, and upon the quality of the project completed.

SECTION TWO: CHAPTER CHECK-OFF LIST

TEACHER'S MANUAL FOR VISUAL BASIC FOR ACCESS

Student Name: _____

Teacher Name: _____

Chapter Check-Off List

Chapter #	TOPIC	CHAPTER EXERCISES COMPLETED? (X)
1	<i>Get Started Quickly with Wizards</i>	
2	<i>Customize an Application with Visual Basic</i>	
3	<i>Find and Filter Records in a Form</i>	
4	<i>Respond to Data Entry Events</i>	
5	<i>Write Your Own Functions</i>	
6	<i>Monitor and Debug your Code</i>	
7	<i>Respond to Errors and Unexpected Conditions</i>	
8	<i>Gather Information in a Dialog Box</i>	
9	<i>Navigate through your Application</i>	
10	<i>Display Custom Menus and Toolbars</i>	
11	<i>Put Final Touches on an Application</i>	
12	<i>Explore Objects and Collections</i>	
13	<i>Customize Reports with Visual Basic</i>	
14	<i>Share Data with Other Applications</i>	
15	<i>Connect to the Web</i>	

Grade Received in the Course for the Chapters Completed and the Course Project:

SECTION THREE: COURSE PROJECT

Students should be assigned or choose from among the following course project options. The grade given by the teacher to the student for the course will largely be based upon the quality of the completed project. It should incorporate as many features as possible from what was learned in the textbook.

Project #1: A Family Address Book

An address book in Access can serve many functions. It can help keep track of friends' addresses and telephone numbers. It can be used to automate printing of annual newsletters to relatives and friends. It can be used to print address labels. It can be used as an invitation list. Make an address book that can serve many of these useful functions and more. As part of performing this project, ask family members what features they would like in it. Allow individual family members to have their own address book of friends and family members, without having to add a whole new record if other family members have some common entries.

Project #2: A Home School Family Organizer for *The Puritans' Home School Curriculum*

Home school families need to track the courses their children have completed and their grades in those courses. They need to make sure their children have completed all of the necessary tests and subjects. It is wise too to keep a record of extracurricular activities that children have participated in. It would be nice to print out the Grade Point Average (GPA) in each level of education (primary, middle, and high school levels). It is nice to be able readily to print out all of this information should state authorities or colleges request it. The *Teacher's Manual for Implementing the Puritans' Home School Curriculum* contains information on what needs to be completed. But parents will often want to tailor the curriculum to their own needs. This project should allow parents to customize courses, etc. As part of performing this project, ask family members what features they would like in it.

Project #3: A Family Meal Planner and Recipe Book

Each dish can consist of various ingredients, and each meal consists of various dishes. Prepare a program that allows someone to prepare a schedule of upcoming meals for the coming period of time (one month?, two months?, etc.) and what ingredients will be necessary for those meals. Have it print out a list of what needs to be obtained given the coming schedule of meals. As part of performing this project, ask those who will be cooking and shopping what features they would like in it. Make sure it is as user friendly as possible.