

## Course Specifications

### Access 2003- Application Development

**Course number:**

**Course length:** 1 Day

### Registration:

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Security Solutions



## Access 2003 - Application Development

This course is designed for experienced Access users who want to increase database development proficiency by creating complex queries, creating advanced forms and reports, creating and using macros, and creating and using data access pages with Microsoft Access and Visual Basic for Applications. This instructor's edition is designed for quick scanning in the classroom, and filled with interactive exercises

### Course Objectives:

- Identify the components of an application and plan an application.
- Create and use grouped controls, create and use tab controls to make a form user-friendly, and create and use sub forms.
- Examine and create a dialog box, examine and create macros to automate a dialog box, use code elements in Visual Basic for Applications and automate navigation across forms by using command buttons.
- Create, test, and modify Switchboard forms by using the Switchboard Manager, create Splash Screen forms by modifying form properties, and automate Splash Screen forms to appear at database start-up.

### Prerequisites:

*Access 2003: Advanced* or equivalent experience

### Topics

#### Unit 1: Application design

**Topic A:** Examining an application

**Topic B:** Planning an application

#### Unit 2: Advanced forms

**Topic A:** Using grouped controls

**Topic B:** Refining the user interface

**Topic C:** Creating sub forms

#### Unit 3: Working with form controls

**Topic A:** Working with dialog boxes

**Topic B:** Working with macro groups

**Topic C:** Automating navigation across forms

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### Unit 4: Switchboards and splash screens

**Topic A:** Working with Switchboards

**Topic B:** Working with splash screens

**Topic C:** Automating splash screens

### Unit 5: Custom toolbars and menu bars

**Topic A:** Working with toolbars

**Topic B:** Creating custom menu bars and shortcut menus

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