

Access 2003: Application Development, 2nd Edition

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Course Length: 1-day (6+ hours)

Prerequisites: Access 2003 Level 1, 2 and 3

What's in Access 2003: Application Development, 2nd Edition:

This ILT Series manual on Access 2003 Application Development 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.

Topic-Level Outline

Unit 1 : Application design

*Topic A: * Examining an application*

A-1: Examining the components of an application

*Topic B: * Planning an application*

B-1: Identifying the objectives of an application

B-2: Resolving design issues in an application

B-3: Planning application objects

Unit 2 : Advanced forms

*Topic A: * Using grouped controls*

A-1: Creating and using grouped controls

A-2: Adding an option group control to a form

A-3: Modifying the option group control

A-4: Checking errors in forms

*Topic B: * Refining the user interface*

B-1: Adding a tab control to a form

B-2: Preventing modifications

B-3: Creating a Startup form

B-4: Discussing a Switchboard form

*Topic C: * Creating subforms*

C-1: Examining and using a subform

C-2: Creating a subform

Unit 3 : Working with form controls

*Topic A: * Working with dialog boxes*

A-1: Examining the properties of a dialog box

A-2: Creating a dialog box

*Topic B: * Working with macro groups*

B-1: Examining a macro group

B-2: Creating a macro group

B-3: Attaching a macro group to an event

*Topic C: * Automating navigation across forms*

C-1: Discussing VBA

C-2: Examining the VBE window

C-3: Examining a command button's code

C-4: Programming a button to open another form

C-5: Disabling and enabling command buttons

Unit 4 : Switchboards and splash screens

*Topic A: * Working with Switchboards*

A-1: Using the Switchboard Manager

A-2: Testing Switchboard objects

A-3: Modifying a Switchboard

*Topic B: * Working with splash screens*

B-1: Observing a splash screen

B-2: Creating a Splash Screen form

B-3: Setting the properties of a Splash Screen form

*Topic C: * Automating splash screens*

C-1: Displaying the splash screen on database startup

C-2: Displaying the splash screen for a specified amount of time

C-3: Opening a Switchboard form automatically

Unit 5 : Custom toolbars and menu bars

*Topic A: * Working with toolbars*

A-1: Creating a macro group to show or hide a toolbar

A-2: Replacing the built-in toolbar with a custom toolbar

A-3: Adding buttons to a custom toolbar

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

B-1: Examining a custom menu bar

B-2: Creating a custom menu bar

B-3: Adding commands to a custom menu bar

B-4: Creating a custom shortcut menu

B-5: Setting startup properties