



Dynamix Learning Solution Centres

Dynamix Centre

8 Milcliff Rd

SUNNINGHILL

Johannesburg

T: +27 (11) 234 5555

F: 086 539 5550

5th Floor, Tygerlakes

Tygerfalls, Carl Cronje Drive

TYGERVALLEY

Cape Town

+27 (21) 914 2878

086 609 2877

Ooba House

30 Waterkant Street

CBD

Cape Town

+27 (21) 418 8760

086 539 7323

P.O. Box 11383, BLOUBERGRANT, 7443

Sunninghill@Dynamix.co.za

Tygervalley@Dynamix.co.za

Cape@Dynamix.co.za

Microsoft®
GOLD CERTIFIED

Partner

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR
Accreditation No.: ACC02 000 077

www.dynamix.co.za

Access 2007: Application Development + CertBlaster

ISBN-10: 1-4239-5100-X

Duration: One day

Description:

This ILT Series course is for those who want to go beyond using the built-in features offered by Access and develop their own applications. The course starts with how to plan an application from the ground up, and how to make use of advanced form design, macros, and dialog boxes. The course also covers creating switchboards, splash screens, custom menu forms, and navigation groups. This course stops short of actual VBA programming, which is covered in Access 2007: VBA Programming.

Prerequisites: Prerequisite or equivalent experience

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

Topic C: * Creating a binary executable

C-1: Making a binary executable

Unit 2 : Advanced form design

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: * Using the Tab control

B-1: Adding a tab control to a form

B-2: Making a form read-only

Topic C: * Creating subforms

C-1: Examining and using a datasheet-style subform

C-2: Examining an unlinked subform with a chart

C-3: Creating a datasheet-style subform

C-4: Modifying a subform

Unit 3 : Dialog boxes and macros

Topic A: * Working with dialog boxes

A-1: Examining dialog box properties

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: Examining a combo box that finds records

C-2: Creating a combo box to find records

C-3: Examining embedded macros for form navigation

C-4: Creating command buttons for navigating forms

C-5: Opening a form to a specific record

C-6: Creating a macro to open a form to a specific record

C-7: Examining error handling in macros

Unit 4 : Application navigation

Topic A: * Working with switchboards

A-1: Examining a switchboard

A-2: Creating a switchboard

A-3: Testing switchboard objects

A-4: Modifying a Switchboard

Topic B: * Working with splash screens

B-1: Observing a splash screen

B-2: Making a splash screen

B-3: Automating a splash screen

Unit 5 : Custom menus and navigation groups

Topic A: * Custom menu forms

A-1: Examining and modifying a custom menu form

A-2: Customizing the Quick Access Toolbar

Topic B: * Custom groups in the Navigation Pane

B-1: Creating custom categories and groups

B-2: Adding objects to custom navigation groups

B-3: Changing Navigation Pane display properties