

Access 2003: Advanced

(Course Number: OFFT-3842)

Topic-Level Outline

Prerequisites: *Access 2003: Intermediate* or equivalent experience

This Series course builds on the skills taught in Access 2003 Module II. This course provides competency in designing applications, using advanced tools and controls, creating dialog boxes, using macros, controlling data entry, using dialog boxes to filter records in reports, creating custom switchboards, enhancing applications, using database utilities, and tailoring applications for multiple users.

Unit 1: Designing applications

- Application development
- Determining user requirements
- Designing the application interface
- Deciding how to automate your application

Unit 2: Using advanced tools and controls

- Using the performance analyzer
- Advanced controls
- Using a combo box to find records
- Calculating values from subform controls

Unit 3: Creating dialog boxes

- Setting dialog box form properties
- Adding dialog box controls
- Creating option groups
- Creating command buttons
- Specifying default and cancel buttons

Unit 4: Using macros

- Creating macros
- Attaching macros to events in forms
- Using the macro builder
- Creating conditional macros
- Creating macro groups

Unit 5: Controlling data entry

- Controlling data entry using property settings & macros
- Restricting user access to fields
- Setting the locked and enabled properties
- Setting the tab stop property
- Setting form properties and open modes
- Closing forms automatically
- Specifying default values for fields

Conditionally setting the visible property

Unit 6: Using dialog boxes to filter records in reports

- Filtering data in reports
- Creating dialog boxes for reports
- Modifying underlying queries and report properties
- Evaluating dialog box functionality
- Creating message boxes

Unit 7: Creating custom Switchboards

- Creating switchboard forms
- Creating macros for switchboard controls
- Assigning macros for switchboard controls

Unit 8: Enhancing applications

- Enhancing applications to improve usability
- Creating keyboard shortcut macros
- Creating control tips and status bar messages
- Setting startup properties
- Creating modules

Unit 9: Using database utilities

- Database utilities: using the database splitter
- Using the linked table manager
- The importance of compacting and repairing