

## Course Outline

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### Microsoft Access Application Development



**Duration:** 1 day (6 hours)

#### Learning Objectives:

This 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.

#### Prerequisites:

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows XP: Basic, or Windows Vista: Basic and Access 2007: Basic and Access 2007: Advanced.

#### Topics Covered:

- Application design
  - Examining an application
  - Planning an application
  - Creating a binary executable
- Advanced form design
  - Using grouped controls
  - Using the Tab control
  - Creating subforms
- Dialog boxes and macros
  - Working with dialog boxes
  - Working with macro groups
  - Automating navigation across forms
- Application navigation
  - Working with switchboards
  - Working with splash screens
- Custom menus and navigation groups
  - Custom menu forms
  - Custom groups in the Navigation Pane