

IT Skills



2 day
course



Microsoft Access XP/2003 EXPERT

Course objectives

This course teaches the advanced features of Access to create functional, powerful and highly customised systems. After this course you will be able to create a secure multi-user database system with a fully customised interface. You will learn how to create queries, which do more than just extract data as well as learn how to present complex data in a compact and simple manner. This course is ideal for those wanting to take their existing databases to the next level.

Pre-requisite

Delegates are required to be competent in all Proficiency level skills before attending the Expert level training course.

Course content

Module 1	Advanced Forms - Identify appropriate use for subforms. Create main/subforms. Add calculated fields to subforms. Use expressions in forms. Pop-up forms. Advanced properties. Information gathering Dialog Forms. Chart forms.
Module 2	Advanced Reports – Calculated fields. Parameters. Advanced properties. Grouping. Filters.
Module 3	Queries - Create crosstab queries. Declaring parameters in crosstab queries. Action queries. Expression builder. SQL view.
Module 4	Sharing Data - Use query results in mailmerge. Export data to Excel. Export data to other databases. Snapshots.
Module 5	Macros - Create simple command buttons using macros. Conditional macros. Autoexec. Navigation using macros and command buttons. Event driven macros. Macros on reports.
Module 6	Automating - The switchboard manager. Start-up options.
Module 7	Utilise Web Capability – Create hyperlinks. Save a report as a web page. Create simple data access pages.
Module 8	Security - Overview of security. Securing a database with a password. Documenting database security. Steps to securing a database using user-level security. Distributing the secured application.
Module 9	VBA – Introduction to an Object Oriented Language. The Visual Basic Editor. Creating and modifying event procedures. Converting macros to Visual Basic. Adding user-defined functions to a module.
Module 10	Printing - Create custom views. Add logo to header or footer. Add path and file name.