

Microsoft Access 2000 Specialised

Overview

The skills and knowledge acquired in Microsoft Access 2000 Specialised are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Access 2000 Specialised is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Access 2000 Specialised assumes the delegate has attended the Access Fundamentals course or has equivalent knowledge.

Objectives

At the completion of Microsoft Access 2000 Specialised you should be able to:

- start Microsoft Access and work with the Access windows and objects
- understand simple database terminology and concepts
- design and create relational databases and set table relationships in a database
- add records to a relational database
- work with records in a relational database
- import data into an Access table from a variety of sources.
- use data validation techniques to protect the integrity of the data
- create queries using data from more than one table
- create fields in queries to provide additional information
- create queries that prompt the user for input
- create aggregated queries
- create a form using the Forms Wizard
- create reports using the Report Wizard
- use the Switchboard Manager to create a menu system
- write a simple procedure in VBA
- create a Crosstab query to analyse data in a table or query
- create charts
- split the tables from a database file for safe-keeping
- completely secure a database file and its objects so that unauthorised access is prevented
- rearrange the order of the data in a table and to restrict the display to only certain records and columns.
- create different types of Action Queries
- create simple macros, use conditions in macros and create macros used with forms
- create sophisticated forms with tab controls and sub-forms
- create and maintain multiple copies of a database file
- create a macro for an option group to provide instant filtering
- create a data access page and work with data access pages effectively
- protect your database files against unauthorised access

Course Duration is 2 Days Course Code: A3M2

learning excellence, positive engagement...

Topics

Access 2000 Orientation

Starting Access 2000
Opening An Existing Database
The Access 2000 Database
Screen
The Database Window
Working With Database Objects
Using Menu Commands
Using Keyboard Shortcuts
Exiting From Access 2000

Database Theory

Understanding Databases
How Access Stores Data
Spreadsheets Versus Databases

Database Design

Designing A Relational Database
Scoping The System
Determining The Inputs
Normalising A Table
First Normal Form (1NF)
Second Normal Form (2NF)
Second Normal Form - Case
Study
Third Normal Form (3NF)

Creating Relational Databases

Creating A New Database File
Access 2000 Data Types
Creating A New Table
Changing Field Properties
Creating A Table From A Shortcut
Creating A Table With Numbers
And Currency
Assignment - Creating Tables

Setting Table Relationships

Understanding Table
Relationships
Accessing The Relationships
Window
Table Joins In The Rostrum Case
Study
Creating Table Joins
Assignment - Creating Relational
Joins
Editing An Existing Relationship
Printing Table Relationships

Adding Relational Records

Adding Records In A Table
Adding Records Using An
AutoForm
Assignment - Adding Records
Data Entry Key Violations
Data Integrity Violations

Importing Records

Importing From A Spreadsheet
Importing From A Text File
Backing Up A Table
Importing And Key Violations
Deleting An Unwanted Table
Data Integrity And Importing

Working With Records

Navigating In A Table
Editing A Record
Deleting A Record
Deleting Several Records
Finding And Replacing
Undoing An Error
Compacting A Database
Printing Records
Working With Sub Datasheets
Assigning A Sub-Datasheet

Data Validation

Assigning Default Values
Marking A Required Field
Validation Rules And Text
Creating A LookUp Field
Working With Validations

Relational Queries

Relational Queries - How They
Work
Queries For Viewing Data
Creating A Query Design
Selecting Fields For The Query
Grid
Different Views Of A Query
Adding More Tables To A Query
Working With Fields In A Query
Selecting Records Using A Query
Running A Query From The
Database Window

Select Relational Queries

Creating AND Queries
Clearing The Criteria From A
Query
Selecting Numeric Data
Selecting Dates In A Query
Creating OR Queries
Using A Range Expression
Selecting Opposite Values
Using Wildcards
Problem Selects

Calculated Fields

Creating A Calculated Field
Formatting Calculations
Calculating Across Two Tables
Calculating Dates
Using Criteria In Calculations
Concatenating String Fields

Parameter Queries

Creating A Parameter Query
Displaying All Records
Using Parameters To Display A
Record Range
Nominating Specific Data Types
Using Parameters In Expressions

Aggregate Queries

Creating An Aggregate Query
Working With Aggregate Queries

Creating Queries With Multiple
Aggregates
Modifying Aggregate Headings
Aggregating Calculated Fields
Applying Criteria To Aggregates
Creating A Query To Nest
Creating An Aggregate From A
Query
Running An Aggregate From A
Query

Creating Forms

Forms – How they Work
Creating A Single Table Form
Working With A Form
Creating A SubForm
Creating A Linked Form

Creating Reports

Reports - How They Work
Creating A New Report Using The
Report Wizard
Previewing A Report
Creating A Multi Table Report
Creating A Report From A Query

Using The Switchboard

Creating A New Switchboard
Creating Subsidiary Menus
Creating A Menu Item
Returning To Another Menu
Creating A Number Of Menu
Items
Linking The Menus
Modifying The Menu Forms
Changing The Startup

VBA Introduction

Introductory VBA Terminology
Writing A Simple Form Procedure
Examining A Simple Sub
Procedure
The MSGBOX And INPUTBOX
Functions
Editing An Existing Procedure
Creating A Standard Module
Project - Loan Simulator Code
Testing The Code
Modifying A Module
Create A Button On A Form
Running A Procedure From A
Control
Navigating The VBA Editor

Crosstab Queries

Crosstab Query Theory
Using The Crosstab Query Wizard
Modifying A Crosstab Query
Formatting Crosstab Query
Values
Creating A Query As A Data
Source
Basing A Crosstab Query On A
Query
Using Criteria In Crosstab Queries

Adding Parameters To A Crosstab Query

Charting

Creating A Chart Using A Wizard
 Modifying Chart Size
 Changing Chart Fonts
 Changing Chart Backgrounds
 Updating Chart Data

Splitting A Database

Splitting A Database
 Working With A Split Database
 Updating Database Links

Database Security

Understanding Database Security
 Creating A Workgroup
 Creating A New Workgroup
 Creating A New Administrator
 Removing The Default Admin User
 Logging On As The System Administrator
 Securing A Database
 Adding Groups
 Adding Users
 Assigning Permissions
 Testing Database Security
 Joining Another Workgroup

Sorting And Filtering Data

Simple Sorting
 Sorting On Several Fields
 Printing Records
 Hiding Columns
 Unhiding Columns
 Creating A Simple Filter
 Removing A Filter
 Filtering By Exception
 Filtering By Form

Action Queries

Creating A Make Table Query
 Viewing A Make Table Query
 Understanding Expressions
 Creating An Update Query
 Running An Update Query
 Creating A Saved Update Query
 Running A Saved Query
 Creating A Delete Query
 Creating An Append Query

Macro Basics

Macros Versus VBA
 Creating A Macro
 Running A Macro
 Modifying An Existing Macro
 Interacting With The User
 Documenting Macros

Macro Techniques

Creating A Print Macro
 Using Conditions To Enhance A Macro

Creating A Sequence Of Conditions
 Using The MsgBox Action Statement
 The MsgBox Function
 Using MsgBox In A Condition
 Reconfiguring A Message Box
 Using The InputBox Function

Macros On Forms

Creating An Event Macro
 Creating A Group Macro
 Attaching Macros From A Group
 Creating A Group Macro For Forms
 Attaching Macros To Form Events
 Setting Form Properties
 Testing Form Property Changes

Display Controls

Overview Of Display Controls
 Display Control Properties
 Creating A Blank Form
 Adding Unbound Controls
 Attaching Tables & Fields
 Renaming Control Text Boxes
 Naming Control Text Box Labels
 Adding A Tab Control
 Adding A SubForm
 Enhancing A SubForm
 Understanding Calculated Controls
 Adding Calculated Controls To Subforms
 Working With Calculated Controls
 Adding Another Tab Page

Database Replication

Understanding Database Replication
 Creating A Replica
 Creating Additional Replicas
 Creating A Partial Replica
 Synchronising To A Replica
 Synchronising From A Replica
 Synchronising To A Partial Replica

Option Groups And Macros

Testing A Sample Option Button Macro
 Creating An Option Group
 Copying Toggle Buttons
 Option Group Properties
 The ApplyFilter Macro Action
 Creating A Filter Macro
 Using The ApplyFilter Macro Action
 Handling Exceptions
 Attaching A Macro To An Option Group

Data Access Pages

Creating A Data Access Page

Using The Data Access Page Wizard
 Applying Themes To Data Access Pages
 Working With Data Access Pages
 Using A Data Access Page Outside Access
 Using The Page Outside Access

Data Access Page Techniques

Data Access Page Techniques Overview
 Creating A Basic Data Access Page Design
 Promoting And Demoting Fields
 Working With Data Access Page Fields
 Displaying Related Records
 Formatting A Pivot List Table
 Modifying Pivot Table Lists
 Creating A Scrolling Marquee
 Formatting A Page

Database Protection

Setting A Password
 Opening A File With A Password
 Removing A Password
 Encrypting A Database File
 Decrypting A Database File
 Hiding Database Objects
 Viewing And Unhiding An Object
 Unhiding An Object