

Microsoft Access 2003 Specialised

Overview

The skills and knowledge acquired in Microsoft Access 2003 Specialised are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Access 2003 Specialised is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Access 2003 Specialised assumes the delegate has completed the Access 2003 Fundamentals course or has equivalent knowledge.

Objectives

At the completion of Microsoft Access 2003 Specialised you should be able to:

- create select queries for a relational database
- add calculated fields to queries
- add parameters to queries to capture criteria data
- create aggregated queries
- create a form for data entry or data viewing in Access
- produce reports with calculations
- import data into an Access table from a variety of sources
- export records from Access
- export records to HTML for use on the Web
- understand table and query relationships and how they affect the integrity of your data
- create a chart on a form
- create a data access page
- create data access pages using the Design View
- create simple macros
- use conditions in macros
- create macros that used with forms
- create a Crosstab query to analyse data in a table or query
- create action queries to make tables, and update, append, and delete records
- protect your database files against unauthorised access
- completely secure a database file and its objects so that unauthorised access is prevented
- write a simple procedure in VBA
- create sophisticated forms with tab controls and sub-forms
- create a macro for an option group to provide instant filtering
- use the Switchboard Manager to create a menu system
- split the tables from a database file
- create and maintain multiple copies of a database file

Course Duration is 2 Days Course Code: A5M2

learning excellence, positive engagement...

Topics

Relational Select 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
- Adding Criteria Progressively
- Deleting Criteria Progressively

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

Forms

- Forms – How they Work
- Creating A New Form Using The Form Wizard
- Working With A Form
- Understanding Form Objects
- Modifying Field Widths In A Form
- Moving Fields On A Form
- Adding A Label To A Form
- Changing The Properties of A Form Object
- Adding A Picture To A Form
- Changing The Background Of A Form
- Changing A Field To A Combo Box
- Using A Combo Box Control On A Form
- Creating A Form From A Query

Calculated Reports

- Creating A Report Design
- Laying Out A Report Design

- Creating Totals Using SUM
- Creating Groups In A Report
- Creating Report Subtotals
- Formatting & Aligning Objects
- Adding Labels To A Design
- Formatting Labels
- Creating A Summary Report

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

Exporting Records

- Copying A Table
- Exporting A Table To Microsoft Excel
- Exporting A Table To A Text File
- Exporting A Filtered Table
- Exporting Selected Records
- Creating An Export Query
- Exporting From A Query

Exporting To HTML

- Exporting A Table To HTML
- Viewing An HTML Document
- Exporting A Report To HTML
- Creating Hyperlinks

Table & Query Relationships

- Understanding Join Types
- Using Default Joins
- Orphan Records
- Viewing Orphan Records
- Deleting Orphan Records
- Creating An Exception Query
- Viewing A Query In SQL

Charting

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

Data Access Pages

- Creating A Data Access Page
- Applying Themes To Data Access Pages
- Working With Data Access Pages
- Using A Data Access Page Outside Access

Data Access Page Techniques

- Creating A Data Access Page Design
- Promoting And Demoting Fields
- Working With Data Access Page Fields
- Displaying Related Records
- Formatting A Pivot Table List
- Adding Columns To A Pivot Table List

- Creating A Scrolling Marquee
- Formatting A Page

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

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

Action Queries

- Creating A Make Table Query
- Viewing A Table Created By A Make Table Query
- Expressions & Update Queries
- 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

Database Protection

- Setting A Password
- Opening A File With A Password
- Removing A Password
- Encoding A Database File
- Decoding A Database File

Hiding Database Objects
Viewing And Unhiding An Object

Database Security

Understanding Database Security
Creating A Workgroup
Creating An 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

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

Display Controls

Controls For Forms
Control Properties
Creating A Blank Form
Adding Unbound Controls
Attaching Tables & Fields
Renaming Control Text Boxes
Naming Label Controls
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

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

Using The Switchboard

Creating A 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

Splitting A Database

Using The Database Splitter
Working With A Split Database
Updating Database Links

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

Concluding Remarks