

# Microsoft Access XP Specialised

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## Overview

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

## Target Audience

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

## Pre-requisites

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

## Objectives

At the completion of Microsoft Access XP 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