

Course overview:

Access 2000 Professional

(C169eng)



the courseware
company

www.courseware.co.uk
sales@courseware.co.uk

Overview and objectives

This intensive course is designed to give advanced users further tips about how to get the most out of Access. This entirely 'hands on' course will give participants a further understanding of customizing databases through command buttons, macros and menus and using the database management tools.

Who should attend?

Existing users of Access who want to customize databases using macros and gain knowledge of the more advanced tools.

Course prerequisites

A thorough knowledge of Access gained through use of the product or by attending an "Access 2000 Advanced" course.

Database management tools

- Database administration • Documenting the database structure • Backing up and restoring a database • Compacting and repairing a database • Setting a database password • Encrypting and decrypting a database

Multi-user databases

- Shared databases • Setting default locking properties • Creating groups and users • Setting user permissions • Assigning ownership • Splitting an Access database • Changing the location of the back-end database

Access Macros

- What is a Macro? • Creating a Macro • Running a Macro • Using Macros with events • Macro examples

Analyzing Access data in Excel

- Embedding Pivot tables and charts in Access

Designing an Access application

- Designing Menus and Toolbars • Customising Menus and Toolbars • Customising Startup • Adding help screens to an application

gtslearning, 1998-2002. All rights reserved. All trademarks are the property of their respective owners
