

Course overview:

Access 2003 Advanced

(C2402eng)



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Overview and objectives

This course will help students to customise and manage a database application using Microsoft Access. Students will learn to use macros and command bars, link to external data sources and update data using action queries.

Students will also learn the basics of managing a shared database. Students will learn how to use the User Level Security Wizard to secure the application and create a split-end database for use on a network.

Target audience

Those wanting to customise basic database applications or to manage a database in a multi-user network environment.

Course prerequisites

Students should have completed the course "Microsoft Access 2003 Intermediate" or have equivalent knowledge or experience. You should be able to use Microsoft Access to create a relational database and be confident using the query, form, and report design tools.

Course content

Access 2003 - Normalisation

- Understand the theory of normal forms • Understand de-normalisation

Access 2003 - Using a Subform or Subreport

- Use the Form/Report Wizard to create a form or report based on multiple tables • Use the Subform control and synchronise forms • Modify the layout of a subform • Use the Subreport control

Access 2003 - Creating Chart Reports

- Create a chart report • Insert a chart control • Modify a chart control

Access 2003 - Creating PivotTable Reports

- Create and use a PivotTable or PivotChart

Access 2003 - Linking to an External Data Table

- Create a link to data stored in a spreadsheet • Create a link to a table in another Access database • Split a database into a front-end and back-end • Manage linked tables

Access 2003 - Optimising Database Performance

- Optimise queries using indexes • Use the Performance Analyzer

Access 2003 - Managing Shared Access

- Understand the issues involved in sharing a database • Set record locking on shared objects • Secure an Access database with user-level security • Configure user and group accounts • Configure account permissions • Transfer ownership of database objects

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Access 2003 - Managing Database Replication

- Replicate a database • Synchronise replica sets

Access 2003 - Designing a Macro

- Understand what a macro is and how it works • Create a new macro • Run a macro • Add a macro to an event handler

Access 2003 - Designing an Application

- Create and delete toolbars and menu bars • Add and delete toolbar buttons and menu items • Create a switchboard form • Customise startup settings • Add help screen to an application

Glossary

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