

Course overview:

Access 2002 Professional

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Overview and objectives

This course will introduce existing Microsoft Access 2002 users to administrative functions of the application, along with the techniques required to create a fully-functioning, automated RDBMS. By the end of the course you will have confidence in your ability to design and build robust databases that provide a consistent and clear interface to your users.

Who should attend?

This course will benefit existing users of Microsoft Access who want to customize databases using macros and gain knowledge of the more advanced tools.

Course prerequisites

Students must be able to create tables, queries, forms and reports in design view, establish table relationships and create calculated fields using expressions.

Exporting and Analyzing Access Data

- Export a table or query to Excel • Create and modify an Graph chart object • Create and use a PivotTable or PivotChart • Export data to Word and complete a mail merge • Create a report snapshot • Export data to XML

Action Queries

- Transfer data to other tables with Make Table and Append queries • Change data with an Update query • Delete data with a Delete query

Database Management Tools

- Document database structure • Create a backup copy of a database • Compact and repair a database • Apply password protection to a database file • Encrypt and decrypt a database • Convert a database between different Access versions

Multi-User Databases

- 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 • Split a database into a front-end and back-end • Replicate a database and synchronise replica sets

Using Macros in a Database Application

- Understand what a macro is and how it works • Create a new macro • Run a macro

Designing an Access Application

- Create and delete toolbars and menu bars • Add and delete toolbar buttons and menu items • Create a switchboard form • Customise startup settings

Glossary

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