

Training Course Specification

Course: **Microsoft Access v2000 Advanced**

Duration: **One-Day**

COURSE OBJECTIVES: To build on a reasonable level of database design experience that may have been gained from the Introduction and/or Intermediate course.

WHO SHOULD ATTEND: People who intend to design databases at an advanced level or improve existing Access databases. Also advanced conversion of databases made in other applications and spreadsheet (flat file) databases. Sharing and security is also covered

EXPERIENCE NEEDED: This course assumes a reasonable level of database design principles.

COURSE CONTENTS:

1: Managing Relational Databases

DATABASE CONCEPTS.
DATABASE DESIGN
NORMALISATION
DATABASE INTEGRITY
TYPES OF RELATIONSHIP
CREATING TABLE LINKS
REFERENTIAL INTEGRITY

2: Advanced Forms Customising

LIST AND COMBO BOXES
CHECK BOXES, OPTION & TOGGLE BUTTONS.
OPTION GROUPS
COMMAND BUTTONS
CALCULATED FIELDS.
USING FORM'S INPUT VALUES
CREATE A FORM WITH MULTIPLE PAGES OR

TABS

TAB ORDER
INSERTING GRAPHICS IN FORMS OR REPORTS
AUTOFORMAT

3: Optimising and Administering Access

OPTIMISING PERFORMANCE
THE PERFORMANCE ANALYZER
THE ADD IN MANAGER
COMPACTING YOUR DATABASE
THE DATABASE DOCUMENTOR
THE DATABASE SPLITTER
RECOVERING DAMAGED DATABASES
IMPORTING AND LINKING TABLES

4: Database Security

SECURING A DATABASE
ADDING A DATABASE PASSWORD
SETTING USER LEVEL SECURITY
WORKGROUPS
ACTIVATING THE LOGON PROCEDURE
CREATING AND MANAGING SECURITY ACCOUNTS
CREATING A SECURITY GROUP ACCOUNT
THE SECURITY WIZARD
CHANGING OWNERSHIP
ASSIGNING AND REMOVING PERMISSIONS
ENCRYPTING AND DECRYPTING A DATABASE
