

IT Training

Training Course Specification

Course: **Microsoft Access 2003 Advanced (Level 3)**

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

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

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

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

APPENDIX A: ADDITIONAL FEATURES IN ACCESS 2003

THE OFFICE TASK PANES
BACKWARDS COMPATIBILITY
OUTPUTTING A REPORT TO SNAPSHOT FILE FORMAT
E-MAILING DATABASE INFORMATION
IMPROVED PROOFING TOOLS
CONDITIONAL FORMATTING IN FORMS
GROUPING TEXT BOXES AND OTHER CONTROLS
WORKING WITH DATA ACCESS PAGES
MISCELLANEOUS NEW FEATURES IN ACCESS 2003

APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2003

VIEW OFFICE FEATURES COMMON ACROSS APPLICATIONS
SMART TAGS
AUTOCORRECT OPTIONS
OFFICE XP CLIPBOARD
OFFICE EMAIL INTRODUCTION
OTHER NEW FEATURES IN OFFICE
DOCUMENT RECOVERY AND SAFER SHUTDOWN

APPENDIX C: INTRODUCTION TO SQL (FUNDAMENTALS)

INTRODUCTION
DATA DEFINITION LANGUAGE
DATA MANIPULATION LANGUAGE

Related Courses:

Access Programming. VB courses in conjunction with Microsoft Access