

Training Course Specification

Course: **Microsoft Access XP; Level 2**

Duration: **One-Day**

COURSE OBJECTIVES: To build on some existing database design and/or user experience that may have been gained from the Introduction course.

WHO SHOULD ATTEND: People who intend to design databases at intermediate level or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

EXPERIENCE NEEDED: This course assumes some previous experience of database design principles.

COURSE CONTENTS:

1: ACTION QUERIES

TYPES OF QUERY
THE CROSSTAB QUERY
THE MAKE TABLE QUERY
THE APPEND QUERY
THE DELETE QUERY
THE UPDATE QUERY

2: CUSTOMISING FORMS

FORMS
MANIPULATING DATA IN THE FORM
EXERCISE 1
CREATING A NEW FORM
USING THE FORM WIZARD
EXERCISE 2
CREATING A FORM WITH A SUBFORM
EXERCISE 3
MODIFYING AND REDESIGNING THE FORM.
MODIFYING AND REDESIGNING THE REPORT
CONTINUED.
EXERCISE 5

3: REPORTS

REPORTS
THE REPORT WIZARD
EXERCISE 1
CREATING A REPORT WITH CALCULATED TOTALS
EXERCISE 2
USING THE CHART WIZARD
ALTERING THE CHART
EXERCISE 3
USING THE LABEL WIZARD
EXERCISE 4
MODIFYING AND REDESIGNING THE REPORT.
EXERCISE 5
PUBLISHING ACCESS DATA ON THE WEB
CREATING DYNAMIC WEB PAGES WITH MICROSOFT
ACCESS

5: DATA ACCESS PAGES

DESIGNING DATA ACCESS PAGES
APPLY WEB GRAPHIC THEMES TO DATA ACCESS
PAGES
WORKING WITH DATA ACCESS PAGES
CONTROLLING AND NAVIGATING DATA ACCESS
PAGES

4: DATABASE REPLICATION

WHAT IS DATABASE REPLICATION?
CREATING AND MAINTAINING A REPLICATED
DATABASE
TO USE BRIEFCASE TO CREATE A REPLICA
CHANGES MADE TO A REPLICATED DATABASE
EXERCISE 1
SYNCHRONIZATION
RESOLVING SYNCHRONIZATION CONFLICTS
CONVERT A REPLICA SET TO ACCESS 2002 (FROM
ACCESS 97)
EXERCISE 2

THE OFFICE TASK PANES
BACKWARDS COMPATIBILITY
OUTPUTTING A REPORT TO SNAPSHOT FILE
 FORMAT
E-MAILING DATABASE INFORMATION
IMPROVED PROOFING TOOLS IN XP
CONDITIONAL FORMATTING IN FORMS
GROUPING TEXT BOXES AND OTHER CONTROLS 13
WORKING WITH DATA ACCESS PAGES
MISCELLANEOUS NEW FEATURES IN ACCESS

APPENDIX B: WHAT'S NEW IN OFFICE XP?

APPENDIX B; WHAT'S NEW IN OFFICE XP?
NEW OFFICE XP FEATURES COMMON ACROSS
 APPLICATIONS
SMART TAGS (WORD)
AUTOCORRECT OPTIONS (WORD)
OFFICE XP CLIPBOARD
OFFICE EMAIL INTRODUCTION
OTHER NEW FEATURES IN OFFICE XP
