

Access 2003 Advanced

Course Description

This course is designed for people who are experienced users of Access databases. The course builds on existing database covering the aspects required to develop a front-end of a database system including the use of advanced queries, advanced form and reporting techniques. This course also introduces the fundamentals necessary to develop successful custom multi-user applications in Access.

Advanced Queries

- Finding Null Values
- Changing the Join Type
- Queries using Blank /Null Fields
- Advanced Calculations in queries
- Using Date Functions in a query
- Crosstab Queries
- Creating a Crosstab Query using the wizard
- Formatting a Crosstab Query
- Crosstab query in a Report
- Manual Crosstab Queries
- Criteria with Crosstab Queries

Advanced Forms

- Subforms and Subreports
- Displaying a Subform in Datasheet View
- Displaying a Subform Total
- Locked and Enabled Property

Advanced Form Controls

- Tab Page Control
- Inserting Pages in a Tab Control
- Formatting the Tab Controls
- Page Index
- Pictures on Tab Pages
- Tab Width and Tab Height
- Other Tab Control Properties
- Adding Controls to a Tab Control
- ActiveX Controls
- Registering an ActiveX Control
- Calendar Control

Automating Forms

- Creating Navigation Buttons
- Use Buttons to Add / Find Data
- Finding Data on a Form using a Combo Box

Using Switchboards

- Creating a Manual Switchboard
- Adding Buttons to a Switchboard
- Setting Startup Options
- Switchboard Manager

Macros

- Creating a Macro
- Assigning an Argument to an Action
- Saving a Macro
- Running a Macro
- Editing a Macro
- Running a Macro using the Tools Menu
- Creating a macro using the Macro Builder

Advanced Reports

- Reports using Parameter Queries
- Modify the Report Record Source
- Advanced Groups in reports
- Grouping on Text fields
- Grouping on Date/Time fields
- Grouping on Multiple Sections
- Adding Graphics to Reports

Custom Toolbars

- Creating a Custom Toolbar
- Creating a Custom Menu Item
- Adding a Command to a Menu
- Docking a Floating Toolbar
- Linking a Toolbar to a Report
- Creating a Shortcut Menu
- Linking a Custom Shortcut Menu
- Add Buttons to a Custom Toolbar
- Remove a Button from a Toolbar
- Rearrange Buttons on a Toolbar
- Changing a Button Image

Integrating With Other Applications

- Mail Merge with Word
- Analysing Data with Excel

Creating Charts

- Chart Wizard
- Resizing a Chart
- Modifying the Chart
- Components of a Chart
- Fill Colour, Pattern and Textures
- Legends
- Changing the Chart Type
- Adding a Chart to a Report

Multi-User Applications

- Multi-User Overview
- Sharing Data
- Splitting a Database
- Locking Files
- Editing Shared Data

Database Maintenance

- Compacting and repairing a database

Duration:

2-Day

Audience:

Participants who need to create advanced databases or need to finalise a database for other users.

Pre-requisites:

Participants must have completed the Intermediate level course or have equivalent knowledge.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Disk containing a duplicate set of exercises used during the course
- ✓ Lunch & Refreshments
- ✓ Free Telephone support

Content Continued...

Database Administration

- Database Passwords
- User Level Security
- Creating a Workgroup File
- Joining a Workgroup file
- Groups and Users
- Logon Procedures
- Add Users to a Workgroup
- Adding a new group
- Database object ownership
- Adding Groups and Users with the Security Wizard
- Group Permissions

Replication

- Replication
- Setting up Replication
- Creating a replica
- Synchronization
- Conflicts between replica set members