

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Create advanced queries to manipulate data
- * Build advanced forms for efficient data entry
- * Layout detailed reports
- * Create macros to carry out tasks
- * Use productivity tools to automate your database & analyse your data
- * Understand how to use a database in network environments
- * Operate a database securely

PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. An ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

MORE ON TABLES AND QUERIES

- * Adding an OLE object to a table
- * Adding a Hyperlink to a table
- * Advanced Select Queries
- * Using advanced calculations
- * Revisiting built-in functions
- * Using totals in queries
- * Types of totals
- * Creating Crosstab queries
- * Action Queries
- * Update Query
- * Delete Query
- * Append Query
- * Make Table Query
- * Duplicate records
- * Unmatched records

MORE ON FORMS

- * Using Form Wizards
- * Chart Wizard
- * Pivot Table Wizard
- * Creating a Subform
- * Properties of forms
- * More on controls
- * Using combo boxes & list boxes
- * Using a Value List
- * Using Option groups
- * Using Hyperlinks in forms
- * Using OLE objects in forms
- * Creating a form template

ADVANCED REPORTS

- * Sorting and Grouping
- * Headers & Footers with Expressions
- * Subreports
- * Multiple column reports
- * Saving Reports as HTML

MACROS

- * What is a macro?
- * Events and macros
- * Creating and running a macro
- * Command button macro
- * Creating a macro from forms or reports
- * Using Conditions in macros
- * Creating macro groups

DATABASE ADMINISTRATION

- * Multi-user environments
- * Locking records
- * Database splitter
- * Converting databases

DATABASE SECURITY

- * Access Security Model
- * Workgroup database
- * User database
- * Securing your database
- * Database password
- * Running the security wizard
- * Creating user & group accounts
- * Setting and assigning permissions