

Training Course Specification

Course: Microsoft Access 2003; Level 2 - Intermediate

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. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

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

- Manipulating Data in the Form
- Creating A New Form
- Using the Form Wizard
- Creating A Form With A Subform
- Modifying And Redesigning The Form.
- Modifying and Redesigning The Report

3: Reports

- The Report Wizard
- Creating a Report With Calculated Totals
- Using the Chart Wizard
- Altering the Chart
- Using the Label Wizard
- Modifying and Redesigning the Report.
- Publishing Access Data on the Web
- Creating Dynamic Web Pages with Microsoft Access

4: Database Replication

- What Is Database Replication?
- Creating and Maintaining a Replicated Database
- Use Briefcase To Create A Replica
- Changes Made To A Replicated Database
- Synchronization
- Resolving Synchronization Conflicts
- Convert A Replica Set To Access 2003 (from Access 97)

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

Related Courses:

Microsoft Access Level 3

Microsoft Access Programming

For further information please contact Sue Parsons Training:

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