

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

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

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

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

Related Courses:

Access Programming. VB courses in conjunction with Microsoft Access

For further information please contact us:

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