Access Advanced

Course Duration

1 Day

Objectives & Expected Outcomes

At the end of the course the delegate will be able to: Understand Database Design; Use Data Management Tools; Use Access with Other Applications; Create and Edit Macros; Create Switchboards; Understand Security and Use Security; Compact and Repair a Database

Pre-Requisites

Delegates should have attended the Introduction course or gained similar knowledge from the workplace.

Subjects

Database Design

Designing a Relational Database | Normalisation of Data | De-normalisation

Database Management Tools

Documenting and Analysing the Database Structure | Compacting and Repairing a Database | Encrypting and Decrypting a Database

Importing, Exporting and Linking

Importing Objects | Exporting Objects | Linking Access Objects

Macros

What is a Macro? | What are Macro Actions? | Creating a Macro | Creating a Macro Group | Creating an Embedded Macro | Conditional Macros | Running a Macro | Creating Macros for Data Transfer

Managing Access' Front-End

What is a Switchboard? | Creating a Switchboard | Adding, Editing and Deleting a Switchboard | Displaying a Switchboard

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Security Fundamentals

Security Overview | Protecting Databases | Setting Passwords

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