

## Access

### Access Level 1

Aimed at the novice user who needs to know the basics of good database design

### Access Level 2

Aimed at the self taught or anyone who is familiar with the essentials of databases

### Access Level 3

Aimed at anyone who wants to create complex databases

### VBA for Access

Aimed at the Power User or anyone who wants to create complex & smart databases

## Microsoft Access 2003 - Level 3

# Turning Ordinary Databases into Extraordinary Databases

### Introduction

The skills and knowledge covered in this course are sufficient to automate operations using macros, secure and protect data, and have a general understanding of the programming environment in Microsoft Access 2003.

### Prerequisites

This course assumes that you can create a database file, store and manage data. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

### Outcomes

At the completion of this course, participants will be able to:

- Split the tables from a database file
- Create and maintain multiple copies of a database file
- Create aggregated queries
- Create a data access page
- Create data access pages using the Design View
- Create a macro for an option group to provide instant filtering
- Write a simple procedure in VBA.

### Course Details

Duration: 1 day  
Starting time: 9am  
Finishing time: 4.30pm  
Lunch and refreshments are provided.

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



( 1300 86 87246  
1300 TO TRAIN

# Course Outline



## Ø Splitting A Database

- Using The Database Splitter
- Working With A Split Database
- Updating Database Links

## Ø Database Security

- Understanding Database Security
- Creating A Workgroup
- Creating An Administrator
- Removing The Default Admin User
- Logging On As The System Administrator
- Securing A Database
- Adding Groups
- Adding Users
- Assigning Permissions
- Testing Database Security
- Joining Another Workgroup

## Ø Database Replication

- Understanding Database Replication
- Creating A Replica
- Creating Additional Replicas
- Creating A Partial Replica
- Synchronising To A Replica
- Synchronising From A Replica
- Synchronising To A Partial Replica
- Aggregate Queries
- Creating An Aggregate Query
- Working With Aggregate Queries
- Creating Queries With Multiple Aggregates
- Modifying Aggregate Headings
- Aggregating Calculated Fields
- Applying Criteria To Aggregates
- Creating A Query To Nest

- Creating An Aggregate From A Query

## Ø Data Access Pages

- Creating A Data Access Page
- Applying Themes To Data Access Pages
- Working With Data Access Pages
- Using A Data Access Page Outside Access

## Ø Data Access Page Techniques

- Creating A Data Access Page Design
- Promoting And Demoting Fields
- Working With Data Access Page Fields
- Displaying Related Records
- Formatting A Pivot Table List
- Adding Columns To A Pivot Table List
- Creating A Scrolling Marquee
- Formatting A Page

## Ø Macro Basics

- Macros Versus VBA
- Creating A Macro
- Running A Macro
- Modifying An Existing Macro
- Interacting With The User
- Documenting Macros

## Ø Macro Techniques

- Creating A Print Macro
- Using Conditions To Enhance a Macro
- Creating A Sequence Of Conditions
- Using The MsgBox Action Statement
- The MsgBox Function
- Using MsgBox In A Condition
- Reconfiguring A Message Box
- Using The InputBox Function

## Ø Macros On Forms

- Creating An Event Macro
- Creating A Group Macro
- Attaching Macros From A Group
- Creating A Group Macro For Forms
- Attaching Macros To Form Events
- Setting Form Properties
- Testing Form Property Changes

## Ø Option Groups And Macros

- Testing A Sample Option Button Macro
- Creating An Option Group
- Copying Toggle Buttons
- Option Group Properties
- The ApplyFilter Macro Action
- Creating A Filter Macro
- Using The ApplyFilter Macro Action
- Handling Exceptions
- Attaching A Macro To An Option Group

## Ø VBA Introduction

- Introductory VBA Terminology
- Writing A Simple Form Procedure
- Examining A Simple Sub Procedure
- The MsgBox and InputBox Functions
- Editing An Existing Procedure
- Creating A Standard Module
- Project - Loan Simulator Code
- Testing The Code
- Modifying A Module
- Creating A Button On A Form
- Running a Procedure from a control
- Navigating The VBA Editor

For more information about any of our training courses, contact our Learning Consultants

on 1300 86 87246 or email us on [info@advancedtraining.com.au](mailto:info@advancedtraining.com.au)

Visit us on the web at [www.advancedtraining.com.au](http://www.advancedtraining.com.au)