

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

Booking guidelines

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



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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

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