

MICROSOFT Access 2000

Level 3 - Advanced

This class introduces students to more advanced features in Access and using macros in Access. Students will also learn about how to manipulate forms, tables and reports at a more advanced level.

Upon Completion of this course students will be familiar with and have skill to:

Modifying Tables

- Examining The Projects
- Using Validation
- Modifying Input Masks
- Creating Lookup Fields
- Optimizing Data Type Usage

Defining Relationships

- Assigning Multiple-field Primary Keys
- Establishing Relationships
- Defining Cascade Updates And Deletes
- Specifying Join Properties

Modifying Forms

- Creating Forms In Design View
- Modifying Control Properties
- Customizing Form Sections
- Modifying Form Properties
- Using The Subform Control
- Creating Switchboards

Refining Queries

- Modifying Queries
- Creating Totals Queries
- Creating Parameter Queries
- Creating Action Queries
- Modifying Query Properties
- Looking At Optimizing Queries

Producing Reports

- Creating Reports In Design View
- Modifying Report Properties
- Modifying Control Properties
- Setting Section Properties
- Using The Subreport Control

Working With Macros

- Running Macros
- Creating Macros
- Setting Startup Options

Utilizing Web Capabilities

- Understanding The Web
- Creating Data Access Pages
- Grouping And Sorting Access Pages
- Creating Hyperlinks

Using Access Tools

- Using The Table Analyzer Wizard
- Replicating Databases
- Using Database Security
- Using The Database Splitter
- Using The Linked Table Manager
- Converting Databases

Integrating Access

- Dragging-and-dropping Data
- Exporting Data To Excel
- Creating Data Charts
- Linking Existing Data

Application Project

- Develop A Database

Common Tools And Shortcuts

- Database Tools
- Table Datasheet Tools
- Table Design Tools
- Query Design Tools
- Report Design Tools
- Formatting (Form/Report Design) Tools
- Toolbox Tools
- Web Tools

