



Roade IT Training

The Roade to Successful IT Training
Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Access 2003 Advanced Level

Overview

The skills and knowledge gained on 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.

Target Audience

This course is primarily aimed at people who need to know how to automate operations in Microsoft Access 2003. It is ideal for people who working in offices, clubs, or for home use.

Objectives

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

- split the tables from a database file
- completely secure a database file and its objects so that unauthorised access is prevented
- 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 simple macros
- use conditions in macros
- create macros that used with forms
- create a macro for an option group to provide instant filtering
- write a simple procedure in VBA.

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.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £450. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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Course Contents

- 1 Splitting A Database**
 - a) Using The Database Splitter
 - b) Working With A Split Database
 - c) Updating Database Links
 - d) Quick Reference
- 2 Database Security**
 - a) Understanding Database Security
 - b) Creating A Workgroup
 - c) Creating An Administrator
 - d) Removing The Default Admin User
 - e) Logging On As the System Administrator
 - f) Securing A Database
 - g) Adding Groups
 - h) Adding Users
 - i) Assigning Permissions
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- 3 Database Replication**
 - a) Understanding Database Replication
 - b) Creating A Replica
 - c) Creating Additional Replicas
 - d) Creating A Partial Replica
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- 4 Aggregate Queries**
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 - b) Working With Aggregate Queries
 - c) Creating Queries With Multiple Aggregates
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- 5 Data Access Pages**
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- 8 Macro Techniques**
 - a) Creating A Print Macro
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- 9 Macros On Forms**
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 - i) Attaching A Macro To An Option Group
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- 11 VBA Introduction**
 - a) Introductory VBA Terminology
 - b) Writing A Simple Form Procedure
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 - f) Creating A Standard Module
 - g) Testing The Code
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 - i) Creating A Button On A Form
 - j) Running A Procedure From A Control
 - k) Navigating The VBA Editor
 - l) Quick Reference.



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