

# Access 2000 - 2003 Level 3 – Advanced Topics

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1-day course

Course Code: D1N3en

Who should attend?

This course is intended for participants who are familiar with Access 2000 - 2003.

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Prerequisites

Access 2000 - 2003 Level 2 - Advanced Database Design

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Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Understand macro concepts, create, run, and test Access macros
- Create and use switchboard forms
- Set Access defaults, apply Startup options, and create and attach command bars
- Acquire information about running administrative functions in Access
- Establish and maintain security in a database
- Replicate a database

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Course Content

Macros

Macro Concepts; Creating Macros; Creating Macro Groups; Opening Macros; Running Macros; Testing Macros; Attaching a Macro; Macro Conditions;

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SwitchBoard

Switchboard Overview; Creating Switchboards; Editing a Switchboard Form;

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Customizing Access

Setting Access Defaults; Startup Options; Customizing Command Bars;

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Administrative Functions

Compacting Databases; Documenting a Database; Splitting Databases;

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Database Security

Securing Databases; Securing Share-Level Databases; Securing Multi-User Databases;

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Replicating

Replicating Databases