

Access 2003 Level 3 - Advanced Topics

1-day course

Course Code: D1N3en

Who should attend?

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

Prerequisites

Access 2003 Level 2 - Advanced Database Design

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

Course Content

Macros

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

SwitchBoard

Switchboard Overview; Creating Switchboards; Editing a Switchboard Form;

Customizing Access

Setting Access Defaults; Startup Options; Customizing Command Bars;

Administrative Functions

Compacting Databases; Documenting a Database; Splitting Databases;

Database Security

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

Replicating

Replicating Databases