

Access 2007 Level 3 – Additional Topics

1-day course

Course Code: D173en

Who should attend? This course is intended for participants who are familiar with Access 2007.

Prerequisites Access 2007 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 the Navigation Pane
- Acquire information about running administrative functions in Access
- Establish and maintain security in 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; Customizing the Navigation Pane

Administrative Functions

Compacting Databases; Backing up a DataBase; Documenting a Database; Splitting Databases

Database Security

Securing Databases; Securing Share-Level Databases; Securing Access Trust Center
