

Microsoft Access 2002 – Level 2

Course Description

The main objective of this courseware is to enhance your ability to create and use Access databases. You will advance your skills in designing queries, forms and reports, get an introduction to the creation of macros and Visual Basic program modules, and explore ways in which to make your databases work more efficiently. This courseware is designed for the student who is already able to create and use simple Access databases and wishes to learn to develop a fully functional database management system. On successful completion of this courseware, you will be able to:

- link and transfer data between Access and other applications
- transform filters to queries
- create calculated fields in queries, forms, and reports
- use advanced field properties
- work with multiple tables
- create and use Action Queries and other specialized queries
- add bound and unbound controls to forms and reports
- create and use subforms and subreports
- create command buttons and define control events
- create a switchboard
- add hyperlinks to database objects
- save database objects as web pages
- create and use simple macros
- create and use simple Visual Basic modules
- add security features to your database
- use analysis tools
- improve database performance
- create and use simple Visual Basic modules

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Courseware Outline

Advanced Table Design

- Importing, Linking & Exporting Data
 - Importing Data from Other Applications
 - Linking Data from Other Applications
 - Exporting Data to Other Applications
- Setting Field Properties
 - Using Validation Rules
 - Using Input Masks
 - Using Lookup Fields
 - Default Values and Required Fields
 - Indexed Fields
- Working with Multiple Tables
 - One-To-Many Relationships
 - One-To-One Relationships
 - Many-To-Many Relationships
 - Enforcing Referential Integrity

Advanced Queries

- Creating Select Queries
 - Creating a Query from Related Tables
 - Inner and Outer Joins
 - Using Multiple Selection Criteria
 - Parameter Queries
 - Summary Queries
 - Modifying Query Properties
 - Unique Queries
- Action Queries
 - Make Table Queries
 - Delete Queries
 - Append Queries
 - Update Queries
- Filters vs Queries
 - Filtering a Query's Dynaset
 - Converting a Filter to a Query
- Calculated Fields in Queries
 - Numeric and Date Fields
 - Text Fields

Form & Report Design

- Features of Forms & Reports
 - Working with Sections
 - Working with Controls
 - Moving, Resizing & Deleting Controls
- Creating Forms & Reports from Scratch
 - Creating a Form in Design View
 - Creating a Report in Design View
- Working with Properties
 - Using the Property Sheet
 - Using the Toolbar
- Using Unbound Controls
 - Working with the Toolbox
 - Adding Labels
 - Drawing Tools
 - Applying Images
- Using Bound Controls
 - Using Text Boxes
 - Using List Boxes and Combo Boxes
 - Using Check Boxes
 - Using Option Groups
- Creating Subforms & Subreports
 - Creating a Subform with the Form Wizard
 - Using the Subform/Subreport Control
 - Dragging & Dropping Subforms

Advanced Controls

- Charting Data
 - Creating a Freestanding Chart
 - Embedding a Chart
- Using Command Buttons
 - Record Navigation and Operation
 - Opening Another Form
 - Creating a Switchboard
 - Switchboard Display Options

Internet & Programming

- Looking at Internet Tools
 - Using Hyperlinks
 - Adding a Web Browser Control
- Publishing Data on the Internet
 - Exporting to Static HTML
 - Exporting to an XML File
 - Importing an XML File
 - Dynamic Data Access Pages
 - Grouping and Sorting with Pages
 - Creating a Page with a Pivot Table
- Introducing Macros
- Introducing Visual Basic
 - Event Procedures

Security & Database Tools

- Database Security
 - Database Passwords
 - Workgroup Security
 - Encrypting and Decrypting Databases
 - Converting the Database to MDE
- Setting Database Options
 - Access Options
 - Startup Options
- Database Administration
 - Improving Database Performance
 - Database Splitter
 - Linked Table Manager
 - Database Replication
 - Converting to Previous Version of Access