

Access 2000-2003 Advanced

Duration: 1 Day

Course Overview:

In this course, students are presented with advanced features of the Access 2000, 2002 or 2003 database application. Emphasis is placed on designing a user interface that enhances usability and functionality for the end user, while maintaining data integrity and security. Students will learn how to create Switchboards, custom menus and dialog boxes, and will work with advanced tools and controls. Students are introduced to macros and learn how to incorporate them in creating an enhanced user interface. Finally, students learn to manage and secure a database using the Access database utilities and security tools.

Students Learn How To:

- Create Dialog Boxes, Macros, Toolbars and Menus
- Create Switchboards and Shortcuts
- Test the Application and Provide for Security
- Work with Database Utilities

Who Should Attend: Anyone who will be designing Access 2000–2003 databases or supporting databases.

Prerequisites: Windows 2000 or XP Introduction and Access 2000-2003 Intermediate.

Course Outline:

Designing Applications

Examining the Application Development Process
Previewing Existing Applications
Deciding How to Automate Applications

Using Advanced Tools and Controls

Using the Performance Analyzer
Using Combo Boxes to Find Records
Calculating Values from Subform Controls

Creating Dialog Boxes

Setting Dialog Box Form Properties
Adding Dialog Box Controls
Enhancing Dialog Boxes

Using Macros

Creating Macros
Attaching Macros to Events in Forms
Using the Macro Builder
Creating Conditional Macros
Creating Macro Groups

Controlling Data Entry

Restricting User Access to Fields
Setting Form Properties and the Open Mode
Closing Forms Automatically
Specifying Default Values for Fields
Conditionally Setting the Visible Property

Using Dialog Boxes to Get Report Criteria

Creating Dialog Boxes for Reports
Modifying Underlying Queries
Modifying Report Properties
Evaluating Dialog Box Functionality
Creating Message Boxes

Creating Custom Switchboards

Creating Switchboard Forms
Creating Macros for Switchboard Controls
Assigning Macros to Switchboard Controls

Enhancing Applications

Creating Keyboard Shortcut Macros
Creating Control Tips and Status Bar Messages
Setting Startup Properties
Creating Modules and Adjusting Objects

Using Database Utilities

Using Database Splitter & Linked Table Mgr.
Compacting and Repairing a Database
Saving Databases as MDE Files

Protecting and Replicating Databases

Setting Record Locking and Database Passwords
Opening Databases in Exclusive Mode
Setting Database Passwords
Assigning User Permissions
Encrypting and Decrypting Databases
Replicating and Synchronizing Databases