

MS Access 2003 Level 3

Duration: 1 Day Using Watsonia manual INF416

Outcome: At the completion of this course participants will be able to:

- split the tables from a database file
- completely secure a database file and its objects so that unauthorised access is prevented
- create and maintain multiple copies of a database file
- create aggregated queries
- create a data access page
- create data access pages using the Design View
- create simple macros
- use conditions in macros
- create macros that used with forms
- create a macro for an option group to provide instant filtering
- write a simple procedure in VBA.

Prerequisites This course assumes that you can create a database file, store and manage data.

Content:

- **Splitting A Database**
 1. Using The Database Splitter
 2. Working With A Split Database
 3. Updating Database Links
- **Database Security**
 1. Understanding Database Security
 2. Creating A Workgroup
 3. Creating An Administrator
 4. Removing The Default Admin User
 5. Logging On As The System Administrator
 6. Securing A Database
 7. Adding Groups
 8. Adding Users
 9. Assigning Permissions
 10. Testing Database Security
 11. Joining Another Workgroup
- **Database Replication**
 1. Understanding Database Replication
 2. Creating A Replica
 3. Creating Additional Replicas
 4. Creating A Partial Replica
 5. Synchronising To A Replica
 6. Synchronising From A Replica
 7. Synchronising To A Partial Replica
- **Aggregate Queries**
 1. Creating An Aggregate Query
 2. Working With Aggregate Queries
 3. Creating Queries With Multiple Aggregates

4. Modifying Aggregate Headings
 5. Aggregating Calculated Fields
 6. Applying Criteria To Aggregates
 7. Creating A Query To Nest
 8. Creating An Aggregate From A Query
- **Data Access Pages**
 1. Creating A Data Access Page
 2. Applying Themes To Data Access Pages
 3. Working With Data Access Pages
 4. Using A Data Access Page Outside Access
 - **Data Access Page Techniques**
 1. Creating A Data Access Page Design
 2. Promoting And Demoting Fields
 3. Working With Data Access Page Fields
 4. Displaying Related Records
 5. Formatting A Pivot Table List
 6. Adding Columns To A Pivot Table List
 7. Creating A Scrolling Marquee
 8. Formatting A Page
 - **Macro Basics**
 1. Macros Versus VBA
 2. Creating A Macro
 3. Running A Macro
 4. Modifying An Existing Macro
 5. Interacting With The User
 6. Documenting Macros
 - **Macro Techniques**
 1. Creating A Print Macro
 2. Using Conditions To Enhance a Macro
 3. Creating A Sequence Of Conditions
 4. Using The MsgBox Action Statement
 5. The MsgBox Function
 6. Using MsgBox In A Condition
 7. Reconfiguring A Message Box
 8. Using The InputBox Function
 - **Macros On Forms**
 1. Creating An Event Macro
 2. Creating A Group Macro
 3. Attaching Macros From A Group
 4. Creating A Group Macro For Forms
 5. Attaching Macros To Form Events
 6. Setting Form Properties
 7. Testing Form Property Changes
 - **Option Groups And Macros**
 1. Testing A Sample Option Button Macro
 2. Creating An Option Group
 3. Copying Toggle Buttons
 4. Option Group Properties
 5. The ApplyFilter Macro Action

6. Creating A Filter Macro
 7. Using The ApplyFilter Macro Action
 8. Handling Exceptions
 9. Attaching A Macro To An Option Group
- **VBA Introduction**
 1. Introductory VBA Terminology
 2. Writing A Simple Form Procedure
 3. Examining A Simple Sub Procedure
 4. The MsgBox and InputBox Functions
 5. Editing An Existing Procedure
 6. Creating A Standard Module
 7. Project - Loan Simulator Code
 8. Testing The Code
 9. Modifying A Module
 10. Creating A Button On A Form
 11. Running a Procedure from a control
 12. Navigating The VBA Editor