



Advanced Microsoft Access (1 Day)

COURSE GOAL: To teach the experienced Access user the more advanced features of a database environment.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:
Students will be able to:

- Work with Form Types
- Utilize Access Switchboards
- Write Macros
- Secure Databases
- Debug a program

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Create Graphs
<input type="checkbox"/>	<input type="checkbox"/>	Create Main/Subforms
<input type="checkbox"/>	<input type="checkbox"/>	Create Special Controls
<input type="checkbox"/>	<input type="checkbox"/>	Create Switchboards
<input type="checkbox"/>	<input type="checkbox"/>	Add Command Buttons
<input type="checkbox"/>	<input type="checkbox"/>	Add OLE Objects
<input type="checkbox"/>	<input type="checkbox"/>	Create Macros
<input type="checkbox"/>	<input type="checkbox"/>	Edit Macros

If you answered NO to three or more questions, you should attend this class.

KEY TOPICS:

I. Special Form Types

- A. Creating the Graph Form
- B. Creating the Main/Subform
- C. Creating A Finder Drop-Down Box

II. Switchboards

- A. Creating the Switchboard Form
- B. Adding Command Buttons
- C. Adding Graphics to Your Switchboard

III. Macros

- A. Creating A Filter Macro
- B. Creating A Validation Macro
- C. Creating A Dynamic Report
- D. Creating A Startup Macro

IV. Securing Databases

- A. Hiding Tables
- B. Protecting A Database
- C. Setting Permission