MS Access 2000 Professional
A One-Day Training Course

Course Aims

This intensive course is designed to give advanced users further tips about how to get the most out of Access. This entirely 'hands on' course will give participants a further understanding of customising databases through command buttons, macros and menus and using the database management tools.

Course Outline

Database Management Tools

- Database Administration
- Documenting the Database Structure
- Backing Up and Restoring a Database
- Compacting and Repairing a Database
- Setting a Database Password
- Encrypting and Decrypting a Database

Access Macros

- What is a Macro?
- Creating a Macro
- Running a Macro
- Using Macros with Events
- Macro Examples
- Analysing Access Data in Excel
- Embedding Pivot tables and Charts in Access

Multi-User Databases

- Shared Databases
- Setting Default Locking Properties
- Creating Groups and Users
- Setting User Permissions
- Assigning Ownership
- Splitting an Access Database
- Changing the Location of the Back-end Database

Designing an Access Application

- Designing Menus bars and Toolbars
- Customising Menus and Toolbars
- Customising Startup
- Adding Help Screens to an Application

Target Audience

Existing users of Microsoft Access for windows who want to customise databases using macros and gain knowledge of the more advanced tools.

Assumed Knowledge

A thorough knowledge of Microsoft Access gained through use of the product or by attending "MS Access 2000 Advanced" training course.