

## **Access 97 Intermediate/Advanced A Two Day Training Course**

### **Course Aims:**

This course will give delegates a broad overview of the techniques, which can be used to design a database system. Delegates should be familiar with all the operations as listed on the introduction outline.

### **Course Outline:**

#### ***Design Considerations***

- Planning
- Designing
- Codd's Rules
- Relational Systems
- Documentation

#### ***Wizards and Builders***

- Table Analyser Wizard
- Import Export Wizard
- Linked Table Manager
- Menu Builder

- Database Splitter Wizard

#### ***Form Techniques***

- Creating Custom Controls
- Sub-Forms/SubForm Wizard
- Properties

#### ***Reports***

- Quick Reports
- Report Properties
- Calculating Totals etc.
- Grouping and Sorting

#### ***Security***

- Passwords
- User Level Security Wizard
- Hiding objects

#### ***Miscellaneous***

- Referencing Remote Controls
- Using Access Basic
- Custom Shortcut Menus
- OLE Automation
- Soft Validations
- Working with other applications

### **Target Audience:**

Intended for heavy users of Access Databases, this course takes delegates beyond the basic functions and concentrates on some of the more advanced features within this excellent software package.

### **Assumed Knowledge:**

It is assumed that delegates will have a good understanding of MS Access, by either day to day use in their own environment, or by having previously attended an introduction course.