

Training Course Specification

Course: **Microsoft Access v2000 Intermediate**

Duration: **One-Day**

COURSE OBJECTIVES: To build on some existing database design and/or user experience that may have been gained from the Introduction course.

WHO SHOULD ATTEND: People who intend to design databases at intermediate level or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

EXPERIENCE NEEDED: This course assumes some previous experience of database design principles.

COURSE CONTENTS:

1: Action Queries

- TYPES OF QUERY
- THE CROSSTAB QUERY
- THE MAKE TABLE QUERY
- THE APPEND QUERY
- THE DELETE QUERY
- THE UPDATE QUERY

2: Customising Forms

- FORMS.
- USING AUTOFORM
- CREATING A NEW FORM
- USING THE FORM WIZARD
- CREATING A FORM WITH A SUBFORM.
- MODIFYING AND REDESIGNING THE FORM

3: Reports

- REPORTS.
- AUTOREPORT
- THE REPORT WIZARD
- CREATING A REPORT WITH CALCULATED TOTALS.
- USING THE CHART WIZARD
- ALTERING THE CHART
- USING THE LABEL WIZARD
- MODIFYING AND REDESIGNING THE REPORT.

4: Database Replication

- WHAT IS DATABASE REPLICATION?
- CREATING AND MAINTAINING A REPLICATED DATABASE
- REPLICATION COMMANDS
- TO REPLICATE THE DATABASE WITH ACCESS:
- TO USE BRIEFCASE TO CREATE A REPLICA SYNCHRONISATION
- RESOLVING SYNCHRONISATION CONFLICTS
- CONVERT A REPLICA SET TO ACCESS 97
