

Access 2003 - Lvl 3

Advanced Techniques

Synopsis:

This module introduces students to the more advanced features in Access. Tasks include using charts, subforms/subreports, other form techniques, and ActiveX controls. Students will also learn how to work with indexes, replicate databases, use Access and the Internet, and database security.

Prerequisites:

Access 2003 - Levels 1 & 2

Objectives:

- Use Charts
- Use subforms/subreports
- Use other form techniques
- Use ActiveX controls
- Work with Indexes
- Replicate Databases
- Use Access and the Internet
- Use Access Database Security

This module includes:

Using Charts

- Creating a chart
- Adding a chart to a form or report
- Activating Microsoft Graph to edit
- Changing the chart type
- Changing the chart title
- Formatting the chart title
- Adding data labels to a chart

Using Subforms/Subreports

- Working with subforms/subreports
- Creating a subform/subreport
- Editing the layout of a subform
- Displaying a subform in Datasheet view
- Displaying a subform/subreport total

Using Other Form Techniques

- Adding a command button
- Saving a form as a report
- Creating a PivotTable or PivotChart view

Using ActiveX Controls

- Working with ActiveX controls
- Registering an ActiveX control
- Adding an ActiveX control
- Attaching an ActiveX control

Working with Indexes

- Viewing Indexes
- Creating a single field index
- Creating a multiple field index
- Deleting an index
- Creating a multiple field primary key

Replicating Databases

- Replicating a database
- Synchronizing database replicas
- Resolving replication conflicts

Using Access and the Internet

- Working with hyperlinks

Access 2003 - Lvl 3

Advanced Techniques

- Creating a hyperlink field
- Inserting a hyperlink field
- Editing a hyperlink field
- Deleting a hyperlink field
- Hiding/Displaying the Web toolbar
- Creating a data access page
- Grouping and sorting data access pages
- Creating a PivotTable in a Data Access Page

Using Access Database Security

- Encrypting a database
- Assigning a database password
- Removing a database password

Access 2003 - Lvl 3

Using Macros and Customizing Toolbars

Synopsis:

This module introduces students to macros and custom toolbars. Tasks include creating and using macros and using switchboards. Students will also learn how to create custom toolbars and export data to Excel and Word.

Prerequisites:

Access 2003 - Levels 1 & 2

Objectives:

- Create Macros
- Use Macros
- Use Switchboards
- Create Custom Toolbars
- Export Data to Excel and Word

This module includes:**Creating Macros**

- Working with macros
- Opening the Macro Design window
- Creating a macro
- Assigning an argument to an action
- Saving a macro
- Using single step mode for testing
- Running a macro
- Editing an existing macro
- Running a macro using the Tools menu
- Creating a macro using the Macro Builder

Using Macros

- Using properties
- Assigning a macro to a control
- Creating a command button
- Adding a condition to a macro
- Creating a group macro
- Creating an Autoexec macro

Using Switchboards

- Opening and using a switchboard
- Creating a switchboard form
- Adding a command button to a switchboard
- Setting startup options

Creating Custom Toolbars

- Creating a custom toolbar
- Adding a built-in menu item
- Creating a custom menu item
- Adding a command to a menu item
- Adding custom commands
- Docking a floating toolbar
- Linking a toolbar to a report
- Adding a separator bar
- Creating a shortcut menu
- Linking a custom shortcut menu
- Adding buttons to a custom toolbar
- Changing a button image
- Deleting a custom toolbar



Global Knowledge™

Access 2003 - Lvl 3

Using Macros and Customizing Toolbars

Exporting Data to Excel and Word

- Exporting data to an Excel workbook
- Dragging and dropping data into Excel
- Creating Excel workbooks - Office Links
- Creating Word documents - Office Links