

1 day course

Who should attend?

This course is intended for participants who are familiar with Microsoft Access 2010.

Prerequisites

Microsoft Access 2010 – Level 2 – Advanced Database Design

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Understand macro concepts; create, run, and test Access macros.
- Create and use switchboard forms.
- Set Access defaults, apply Startup options, and customize the Navigation Pane.
- Acquire information about running administrative functions in Access.
- Establish and maintain security in a database.

Course Content

Macros

Macro Concepts ; Creating a Macro ; Creating a Macro Group ; Opening a Macro ; Running a Macro ; Attaching a Macro ; Macro Conditions

Switchboard

Switchboards Overview ; Creating Switchboards ; Editing a Switchboard Form

Customizing Access

Setting Access Defaults ; Customizing the Navigation Pane

Administrative Functions

Compacting a Database ; Backing Up a Database ; Splitting a Database ; Documenting a Database

Database Security

Securing a Database ; Securing a Share Level Database ; Access Trust Center