

Microsoft Access 2007 – Level 3 – Advanced Topics

Length: 1 day

Who should attend?

This course is intended for participants who are familiar with Microsoft Office Access 2007.

Prerequisites

Microsoft Office Access 2007 – 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 ;

