

MICROSOFT ACCESS – BUILDER ADVANCED COURSE OUTLINE

APPLICATION	MICROSOFT ACCESS
LEVEL	BUILDER ADVANCED
DURATION	TWO DAYS
WHO SHOULD ATTEND	This course is designed for delegates who can already build a relational database in Access, but now need to understand how the use of features such as SQL, database administration and VBA programming, can enable them to build secure advanced custom applications.

OBJECTIVES

At the end of the course the delegate will be able to:

Database Administration	backup the database, work with hidden objects in the database, compact the databases, encrypt the database, set database options
Database Security	secure a database by creating a workgroup information file, creating user and group accounts and assigning permissions and passwords to user accounts, use the User-Level Security Wizard
Forms Charts & Pivot Tables	create forms with charts, create PivotTables in forms
SQL Queries	understand SQL and its use, create Union queries, create data definition queries
Advanced Macros	create group macros, create conditional macros
The VBA Programming Environment	when to use Visual Basic for Applications instead of macros; the VBA development environment; the object browser; creating procedures; the VBA editor
Programming in the VBA Language	and looping commands; using arrays and collections; typing in code; optional and named arguments; passing arrays as arguments; code compilation; finding bugs; types of error; debugging code