

## Microsoft Access 2000 Advanced Level

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### Course Objectives:

This course is designed for experienced users of Microsoft Access 2000 who wish to enhance their skills. Delegates will learn how to use the advanced features of Access, such as charts, macros and data security.

### Prior Knowledge Required:

Experience of working with Microsoft Access is required. Ideally delegates should have attended the Introductory Level course or have equivalent knowledge.

**Course Duration:** 2 days, but course contents can be tailored if required.

### Querying in Access 2000

- Understanding Queries
- Using Cross Tab Queries
- Using Parameter Queries
- Creating Make Tables Queries
- Multiple Tables and Relationships
- Creating an Auto Lookup Query

### Customising Reports and Forms

- Using Expressions to Add Calculated Fields
- Inherited Filters
- Creating a Sub reports / Sub forms
- Creating User Controls
- Creating Mailing Labels in a Report
- Grouping and Sorting Data in a Report

### Creating Charts

- Using Microsoft Graph
- Using the Chart Wizard
- Editing & Formatting a Chart
- Enhancing a Chart
- Viewing And Manipulating a Chart

### Importing and Linking Data

- Importing Files From Other Applications
- Linking Data From Other Applications

### Object Linking and Embedding

- Adding Objects to a Form or Report
- Adding Pictures to a Form or Report
- Editing Objects and Pictures

### Data Integrity

- Validating Data Entry
- Setting Database Passwords
- Setting Up a Database Security System
- Setting Up an Administrator
- Creating Group Accounts and Users
- Using the Security Wizard
- Assigning Permissions
- Encrypting and Decrypting a Database

### Macros

- Creating a Macro
- Running a Macro
- Editing a Macro
- Grouping Macros
- Creating Conditional Macros
- Assigning a Macro to a Command Button
- Assigning a Macro to a Shortcut Key
- Creating an Application

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