

Introduction to the Course	It is essential that the delegate has successfully completed an Access Introductory/Intermediate course, or has gained similar knowledge within the work environment. Familiarity with any database product would be essential.
Objectives	A one-day course which is aimed at delegates who are using Access on a regular basis and who have a specific idea of projects they wish to work with/use as examples for exploring the advanced techniques in Access

Course Content

Relational Database Design Principles and Good Practice Creating & Editing a Relational Database Types of Relationship Referential Integrity	Macros What are Macros Creating and Editing Macros Conditional Macros Named Macros Utilising Macros with Form Events
Data Entry Rules Validation Rules Input Mask Lookups	Beginning Access Application Design Start Up Options Hiding the Database Window
Form Design Using Combo Boxes to link to other Tables Understanding Combo Box Properties Command Buttons Pop Up Forms Creating Forms with Sub Forms	Database Management Tools Database Administration Documenting the Database Structure Backing Up and Restoring a Database Compacting and Repairing a Database Password Protection & Encryption
Queries/Filtering Parameter Queries Review of Action Queries Crosstab Queries Summary Queries Query By Form Filter by Form Join Types Functions and Concatenations in Queries Handling Dates with Date Functions	Multi-User Database Design Splitting the database Re-establishing Links Record Locking in the File/Server Environment
Advanced Report Design Multiple Table Reports Sorting & Grouping Reports Calculations in reports	The Access Security Model Creating Groups, Users & Workgroups Ownership Default Accounts and the Admin User User Level Security Wizard Setting Permissions and Passwords Common Problems and Good Practice