

Access 2000 - Advanced

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am - 5pm
Pre-requisites: The delegate should have completed the Intermediate course, or gained similar knowledge in the workplace	
Objectives: At the end of the course, the delegate will be able to: Understand Access 2000 Performance Issues • Work with Access and the Internet • Design advanced forms • Use advanced queries and action queries • Create advanced reports	

Database Design Theory of Normal Forms • De-normalisation • Naming Conventions
Access 2000 Performance Issues Indexes • Data Validation • Table Level Validation • Relationships and Referential Integrity • Relationships • Field Types • Referential Integrity Options • Join Types • Using Lookups for Referential Integrity • Multi-Table Datasheet View
Access and the Internet Using Hyperlinks • Using Hyperlinks in Forms • Exporting Datasheet Views to HTML • Data Access Pages
Advanced Form Design Using Advanced Forms Features • The Form Worksurface • Creating a Calculated Control • Adding a Graphic to a Form • Multi-Table Forms • Using the Subform Control • Switchboard Forms
Advanced Queries Filtering Query Results • Parameter Queries • Creating Summary Queries • Formatting Query Output • Query Join Types • Self Joins and Aliases • Cross Joins
Action Queries What is an Action Query? • Planning an Action Query • Make Table Queries • Append Queries • Delete Queries • Update Queries
Advanced Report Design Applying Sorting and Grouping to Reports • Performing Calculations on Reports • Adding a Graphic to a Report • Using the Subreport Control • Modifying Section Properties • Using the Chart Wizard

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode ACCA2K

