

# Access 2007 - Advanced

**Bookings 020 7837 2690**

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| <b>Course Duration:</b> 1 day   | <b>Course Hours:</b> 10am – 5pm |
| <b>Pre-requisites:</b><br>The delegate should have attended the Intermediate course, or have gained similar knowledge in the workplace  |                                 |
| <b>Objectives:</b><br>At the end of the course, the delegate will be able to: Understand Database Design • Use Data Management Tools • Use Access with Other Applications • Create and Edit Macros • Create Switchboards • Understand Security and Use Security |                                 |

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| <b>Database Design</b><br>Designing a Relational Database • Normalisation of Data • De-normalisation  |
| <b>Database Management Tools</b><br>Documenting and Analyse the Database Structure • Compacting and Repairing a Database • Encrypting and Decrypting a Database   |
| <b>Import, Export and Linking</b><br>Importing Objects • Exporting Objects • Linking Access Objects   |
| <b>Macros</b><br>What is a Macro? • What are Macro Actions? • Create a Macro • Create a Macro Group • Create an Embedded Macro • Conditional Macros • Running a Macro • Creating Macros for Data Transfer |
| <b>Managing Access Front-End</b><br>What is a Switchboard • Creating a Switchboard • Adding/Editing and Deleting a Switchboard • Displaying a Switchboard Automatically Upon Opening a Database           |
| <b>Security Fundamental</b><br>Security Overview • Protecting Databases • Set Passwords   |

*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 ACCA07

