



Microsoft Access Developer Module

Pre-requisites

Delegates must have attended both Intermediate and Advanced courses, and have a good working knowledge of Access.

Course Objectives

By the end of the course delegates will be put the finishing touches to Access Applications with a focus on User Friendliness, Task Automation and System Security.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Working with Macros<ul style="list-style-type: none">○ Understand Macros○ Use the Macro Window Toolbar○ Create New Macros○ Run a Macro○ Modify a Macro○ Add Conditions to Macros○ Use the Expression Builder to Create Conditions○ Run Macros with Conditions○ Attach Macros to a Form○ Filter Records○ Print Macro Definitions• Event Processing<ul style="list-style-type: none">○ Use Form Events and Event Processing○ Create Option Groups which launch macros	<ul style="list-style-type: none">• Switchboard Manager<ul style="list-style-type: none">○ Create a user friendly menu structure• Securing Your Database<ul style="list-style-type: none">○ Set Database password○ Workgroup Administrator○ User and Group Accounts○ User and Group Permissions• Analyze a Database - optimize your application<ul style="list-style-type: none">○ Table○ Performance○ Documenter• Replication and Synchronisation<ul style="list-style-type: none">○ Prepare Database for Remote by creating a master and Replicas• Update Master through Synchronisation
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Optimise Consultancy Ltd

18 Bakewell Drive
Stone
Staffordshire
ST15 8YR

Email: info@optimise.org.uk