

Access 2013 Advanced

Length: 1 Day

Experience Needed: Access 2013 Intermediate, or applicable experience

Summary: This class builds on a reasonable level of database design experience that may have been gained from the Introduction and/or Intermediate courses.

COURSE CONTENT

1: MANAGING RELATIONAL DATABASES

- Database Concepts
- Database Design
- Normalization
- Database Integrity
- Types of Relationship
- Creating Table Links
- Referential Integrity

2: ADVANCED FORMS CUSTOMIZING

- List and Combo Boxes
- Check Boxes, Option & Toggle Buttons.
- Option Groups
- Command Buttons
- Calculated Fields.
- Using Form's Input Values
- Create A Form with Multiple Pages or Tabs
- Tab Order
- Inserting Graphics in Forms or Reports
- AutoFormat

3: OPTIMIZING AND ADMINISTERING ACCESS

- Optimizing Performance
- The Performance Analyzer
- The Add in Manager
- Compacting Your Database
- The Database Documenter
- The Database Splitter
- Recovering Damaged Databases
- Importing and Linking Tables

APPENDIX A: ADDITIONAL FEATURES IN ACCESS 2013

- Backwards Compatibility
- E-mailing Database Information

APPENDIX B: INTRODUCTION TO SQL (FUNDAMENTALS)

- Introduction
- Data Definition Language
- Data Manipulation Language