



Airhouse Studios

Access 2003 Advanced Course

Course Aims

This practical course allows the delegate to appreciate the full potential of Access 2003. Participant will be encouraged to discuss their individual requirements, relevant to their working environment. By the end of the course, the user will be competent with the following skills:

Course Outline

Macros

Single and Multiple Action Macros
Grouping Macros
Attach Macros to Controls
Create Macros from Controls
AutoExec Macro
Update Fields Macro
Update Dates Macro
Print Record Macro
Start Value Counter Macro
Open a Form Macro
Adjust Value Macro

Key Press Controls

Formatting Forms

Adding Backgrounds
Insert Pictures and Charts
Page Headers and Footers
Conditional Formatting
Insert Date and Time
Startup Control

Tools and Operations

Maximise and Restore Reports
Number Report Pages

E-Mail

Send To
Change Message Priority

Web Page

Create a Web Page
Expand/Collapse Control
Scrolling Text
Hyperlinks and Hotspots
Insert Movies and Images
Themes
Preview a Web Page

Database Utilities

Compact a Database
Repair a Database
Linked Tables
Backup and Restore a Database
Database Splitter
Switchboard Manager
Add and Remove Passwords

Database Analysis

Table Analyzer
Performance Analyzer
Documenter

Control Panel

Main Control Panel
Sub Control Panels
Apply Macros
Option Groups

This course outline is a guide. All our courses can be tailored to customer requirements.

Target Audience

Anyone wishing to investigate the more powerful and advanced features of Access 2003.

Assumed Knowledge

Delegates should be familiar with the basic features of Access 2003, and should have some experience of the topics covered in our Introductory and Intermediate Courses, either from attending these courses or by knowledge gained from their own experience.