

## ONE DAY COURSE OUTLINE

### **ACCESS 2002/2003 ADVANCE**

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**Prerequisites** Access Advance assumes that you can create a database file, store and manage data.

**Target Audience** The course provides the learner with skills required to automate operations in Access.

**Learning Outcomes** At the completion of the course participants will be able to:

- Split the tables from a database file
- Completely secure a database file and its objects so that unauthorised access is prevented
- Create and maintain multiple copies of a database file
- Create aggregated queries
- Create data access pages using Design View
- Create a pivot table list
- Create simple macros
- Use conditions in macros
- Create macros that are used with forms
- Create a macro for an option group to provide instant filtering
- Create a simple procedure in VBA