

Microsoft Access 2000 Module 2

General Description	The skills and knowledge covered in this publication are sufficient to automate operations using macros, secure and protect data, create intricate queries, and have a general understanding of the programming environment in Microsoft Access 2000.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> • split the tables from a database file for safe-keeping • create different types of Action Queries • create aggregated queries • understand table and query relationships and what effect they can have on your data. • create and maintain multiple copies of the one database file • create a Data Access Page • work with data access pages effectively • protect your database files from unauthorised access • completely secure a database file and it's various objects so that unauthorised access is prevented • create simple macros • use conditions in macros • create macros that used with forms • create an option group macro that allows you to create a seemingly complex filtering operation on a form • write a simple procedure in VBA.
Target Audience	This publication is primarily designed for people who need to know how to automate operations, protect and secure data, and perform complex queries in Microsoft Access 2000. It is ideal for people who working in offices, clubs, or for home use.
Prerequisites	This publication assumes that you can create a database file, store and manage data. it would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Pages and Duration*	142 pages, 12.2 hours
Course Disk	Student files for this publication can be downloaded free of charge from our website at www.watsoniapublishing.com . Follow the student file links on the home page. The product code required to download these student files is INF117.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, February 24, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



Microsoft Access 2000

Module 2

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