

Microsoft Access 2000 Level 2

General Description	The skills and knowledge covered in this publication are sufficient to sort, filter, and query data, to validate data prior to data entry, and to build a small menu system to manage a database.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> • sort and filter data in a table • change the way that data in a table appears • use data validation techniques to protect the integrity of the data • export records from Access • export records to HTML for use on the Web • create queries that prompt the user for input • create fields in queries to provide additional information • create different types of Action Queries • understand table and query relationships and what effect they can have on your data. • protect your database files from unauthorised access • use the Switchboard Manager to create a menu system.
Target Audience	This publication is primarily designed for people who need to know how to work with data in existing databases. It is ideal for people who work in clubs, schools and offices, and who need to know how to manage and manipulate database data.
Prerequisites	This publication assumes a basic knowledge of Microsoft Access 2000, especially building a database file and data tables. 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. Ideally participants should have completed INF118 Microsoft Access 2000 Level 1.
Pages	104 pages
Approx* Duration	8.4 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 INF119.
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 Thursday, February 19, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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