

ADVANCED ACCESS TRAINING PROGRAMME

1. Basic subjects quick repetition.

2. Tables

- selection of data fields to content,
- input mask,
- primary keys and foreign keys,
- indexes,
- validation rule,
- enforcing referential integrity.

3. Queries - advanced topics

- advanced select queries,
- parameterized query,
- calculations in a query,
- query using the constructor expressions.

4. Using queries with SQL

- query connecting,
- pass-through queries data.

5. Preparing database for external users

- creation of the welcome board,
- creation of a switching form,
- setting the startup options,
- create and use macros,
- maintenance of the database.

6. Forms - advanced topics

- types of forms,
- create a form using Design view,
- Sections,
- data validation,
- broadcast your forms look professional,
- work with subforms,
- charts and pivot tables, forms.

7. Reports - advanced topics

- create and edit reports,
- subreports,
- formatting reports,
- charts on reports.

8. Safety and streamline

- securing the database password,
- encryption and decryption of data,
- sharing database,
- database replication,
- distributor database,
- working groups and permissions,
- protection of database design,
- distribution base.