



Access 2010 Level 3 Advanced Topics

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Course Objectives:

- Understand macro concepts; create, run, and test Access macros.
- Create and use switchboard forms.
- Set Access defaults, apply Startup options, and customize the Navigation Pane.
- Acquire information about running administrative functions in Access.
- Establish and maintain security in databases.

This course is for students who are very familiar with Access databases and want to add Macros, Switchboards, control Startup options and Maintain Security.

Course Content:

Macros	Macro Concepts / Creating a Macro Opening & Running a Macro Attaching a Macro / Macro Conditions
Switchboards	Overview of Switchboards Creating & Editing a Switchboard
Customizing Access	Setting Access Defaults Customizing the Navigation Pane
Administrative Functions	Compacting a Database Backing up a Database Splitting a Database Documenting a Database
Database Security	Securing a Database Securing a Share-level Database Access Trust Center