



# Access 2013 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:

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