

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**ADVANCED DATABASE/FILE MANAGEMENT
(Microsoft Access Advanced)**

(9 hours)

ITSW 2047

COURSE SYLLABUS

Course Description: Relational database management, concepts, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data file transfer, graphics support, and macro commands. Learn how to create switchboards, how to use hyperlinks, how to create and run macros, how to use database utilities. Prerequisites: Access Intermediate or equivalent experience.

Objectives: Every student will be able to:

- Use advanced tools and controls
- Customize forms
- Create different types of forms
- Create and customize reports and subreports
- Create, edit and delete switchboard
- Customize Access

Rationale: MS Access is one of the most popular database programs used in the business community. This course will help students to use this application to create and manage professional databases.

Required Material: None

Type of Course: Short Course

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Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

I. FORMS

1. FORM CUSTOMIZATION

- a. Linking a form to a table
- b. Placing controls on the form
- c. Aligning controls on a form
- d. Sizing to fit controls on a form
- e. Special effects
- f. Setting tab order
- g. Placing a bound control on the form
- h. Placing a check box on the form
- i. Placing a command button on the form
- j. Placing a group box on the form
- k. Placing a combo box on the form
- l. Placing a list box on the form

2. TYPES OF FORMS

- a. Popup forms
- b. Modal forms
- c. Split forms

3. LIMITING USER ACCESS

- a. Limiting users from adding new records
- b. Limiting users from deleting existing records
- c. Limiting users from editing a records

4. EXPORTING FORM TO XML

- a. Exporting to XML

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II. REPORTS

1. Creating a report
2. Creating an AutoFormat template
3. Applying an AutoFormat to a report using the Report Wizard
4. Applying an AutoFormat to an existing report
5. Conditional formatting
6. Subreports
7. Formatting reports

III. ACCESS SWITCHBOARDS

1. What is a switchboard?
2. Creating a Switchboard
3. Adding a switchboard
4. Deleting a switchboard
5. Adding items to a Switchboard
6. Editing a Switchboard
7. Deleting items within a Switchboard
8. Editing items within a Switchboard
9. Making a Switchboard the default Switchboard
10. Displaying Switchboards automatically when opening a database

IV. CUSTOMIZING ACCESS

1. Access customization options
2. Current Database options
3. Datasheet options
4. Object Designers options
5. Proofing options
6. Customize options
7. Add-ins options