



Microsoft Access 2002 for Windows is a sophisticated database program with a wealth of advanced features.

DuoSoft's courseware gives a comprehensive coverage of Access 2002 and will let students realise the full potential of the product.

### Learning outcomes

This course is designed for people who are already familiar with the basic features of Access 2002.



At the end of the course, the student will be able to:

- Understand database concepts and terminology
- Plan and develop advanced databases
- Create sophisticated tables, forms, queries and reports
- Work with relationships, properties and controls
- Add graphics objects
- Include subdatasheets, subforms and subreports
- Import, export and link data
- Create web pages and data access pages
- Create macros and use them in events for forms and reports
- Customise toolbars and menus
- Create automated applications with Access
- Employ productivity tools such as AutoLookup, the Expression Builder and wizards

### Format

The course would normally be presented as a two-day class. However, you can run Part 1 as a one-day course. Similarly, you could run Part 2 later as a one-day course.

Some organisations conduct the course in half-day sessions or in shorter classes over one term.

Although the manual is designed for classroom training, it can also be used as a self-teach manual or as a reference resource.

There is a set of exercises files for this course.

### Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product.

Basic concepts are introduced first. Later material builds on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered.

## Advanced Access 2002 for Windows

At the end of each lesson there is a:

- Summary of the lesson, including a list of the skills learned and important terms
- Questionnaire to test the student's understanding of the lesson
- Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

### Contents

#### Part 1

- Relationships, primary key, joins, referential integrity and cascade options
- AutoLookup, filtering and indexes
- Field and table properties
- Operators, expressions and functions
- Calculations in forms and reports
- Selecting records in queries
- Multi-table forms
- Form properties, form sections, form tabs and form appearance
- Option groups, combo boxes and command buttons
- Creating forms and reports without a Wizard
- Editing and formatting reports
- Sorting and grouping

#### Part 2

- Subdatasheets, subforms and subreports
- Crosstab queries, parameter queries, query Wizards and action queries
- Importing, exporting and linking
- Bound and unbound objects
- Hyperlinks, static web pages and data access pages
- Creating, running and editing macros
- Macro groups and conditions for actions
- Using macros for events in forms and reports
- Command buttons and customised toolbars
- Introduction to automated applications
- Switchboards, dialogue boxes, menus and toolbars

### Prerequisites

Students should already have completed an introductory course in the basic features of Access 2002. They should also have practical experience in using the product.



## Advantages of DuoSoft courseware

### Content

- Comprehensive coverage of the subject
- Explains the concepts and benefits of the features
- Covers basics before moving to other topics
- Clearly sets out the objectives
- Hands-on exercises throughout each lesson
- Tips
- Most lessons are independent of each other — you can cover the lessons in any order
- Summary at the end of each lesson
- Advanced exercises and questionnaire at the end of each lesson to revise the material covered
- Review exercise at the end of each day
- Tables listing shortcut keystrokes
- Glossary of terms, table of contents and index

### Format

- Distinctive, modern layout
- Clear explanations that are easy to read
- Graphics and screen-captures to illustrate the subject matter and exercises
- Icons to mark the key components of each lesson
- Written in Australia with local examples and Australian spelling (not US)

### Site licence

- Lets you reproduce from a master manual
- Choice of paper master or electronic master
- Text and exercises can be edited to suit your own requirements (electronic version)
- You can use your own logo, name and title page
- Can be presented as a one-day course (or in smaller sections) if desired
- Written with WordPerfect 8.0 for Windows
- Also available in Microsoft Word format
- Uses a style library for easy editing
- Can be upgraded at a reduced cost when new versions of the software are released

### Pricing

- Far cheaper than developing the course in-house or using outside contractors
- Saves you time and frees you up for other tasks
- Allows you to start training sooner
- Once-only cost for the licence
- You can purchase manuals as you need them instead of the site licence

## Purchase options

One option is to buy the manuals as you need them. We keep most titles in stock.



Alternatively, you can purchase a site licence for the manual. With the site licence approach, you receive a master copy of the manual. You then reproduce the manual from this master. You can supply one copy of the manual to each student you train in that course.

There are two types of site licences: paper-master and electronic-master. With the paper-master site licence, you receive a printed master copy of the manual.

With the electronic-master site licence, you also receive an electronic master copy of the manual on disk. You are then free to tailor the courseware to suit your own requirements. For example, you might want to put your own logo on the manual and modify the format or contents of the course to suit your students.

The materials are licensed to either a single training centre or to an individual consultant who conducts training at clients' premises.

In the case of training centres, the licence applies to only one such location. An additional licence must be purchased for each other location that uses the materials.

### Site licence upgrade

If you have previously purchased a site licence for DuoSoft's advanced courseware for Access 2000, 97, 7.0 or 2.0, you can upgrade that site licence to the new version for a reduced fee.

† Access, Windows and the Access logo are trademarks of Microsoft Corporation.

## Enquiries

### DuoSoft

17 Elva Avenue  
Killara NSW 2071  
Australia

<b>Phone</b>	<b>02 9498 3255</b>	<b>+61 2 9498 3255</b>
Fax	02 9498 6586	+61 2 9498 6586
Email	info@duosoft.com.au	
Web site	www.duosoft.com.au	
ABN	29 448 484 686	



# DuoSoft



*Designers of superior courseware  
for popular PC software*