

ACCESS LEVEL 3 – 2 day class

Create and manage a database

- Create and modify databases
 - Create a database by using Import objects or data from other sources
- Navigate through a database
 - Create and modify a navigation form
 - Set a form as the startup option
- Protect and maintain databases
 - Compact a database
 - Repair a database
 - Back up a database
 - Split a database
 - Encrypt a database with a password
 - Recover data from backup
- Print and export data
 - Save a database as a template
 - Export objects to alternative formats

Build tables

- Create tables
 - Import data into tables
 - Create linked tables from external sources
- Manage records in tables
 - Append records from external data

Create forms

- Configure form controls
 - Move form controls
 - Manage labels
 - Add sub-forms
- Format a form
 - Modify tab order
 - Apply a theme
 - Control form positioning
 - Insert backgrounds
 - Insert images