

Serie de Cursos:

Microsoft Access

Manejo eficiente de base de datos

Objetivo General:

Esta secuencia de cursos está diseñado para usuarios Microsoft Access de 2003 que tienen que ser más productivos en el manejo de base de datos

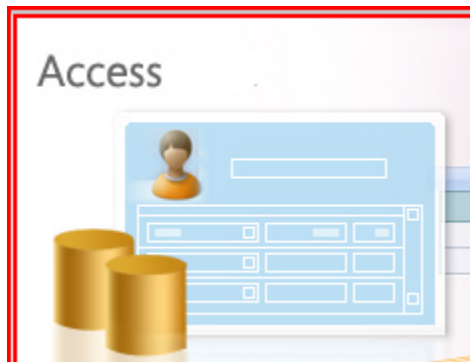
Niveles:

Se ofrecen en 2 Niveles se recomienda tomarlos en secuencia

Duración Total:

32 Horas en 8 sesiones de 4 horas





Microsoft Access Essential Level I de II

Objetivo Nivel:

Manejo información óptima a través del asistente: Tablas, Queries, Formas, Reportes

Duración Total:

16 Horas en 4 sesiones de 4 horas

Requisitos:

Cursos Office ó experiencia equivalente

Contenido:

1. Microsoft Access

- Understanding Databases,
- Discovering What's Special About Access
- Opening an Existing Database
- Exploring Tables
- Exploring Queries
- Exploring Forms
- Exploring Reports
- Exploring Other Access Objects
- Previewing and Printing Access Objects

2 Creating a New Database

- Creating a Database Structure the Simple Way
- Checking the Work of a Wizard
- Creating Tables the Simple Way
- Refining How Data Is Displayed
- Manipulating Table Columns and Rows

3 Getting Information Into and Out of a Database

- Importing Information from Excel
- Importing Information from a Delimited Text File
- Importing Information from a Fixed-Width Text File
- Importing Information from an Access Database
- Importing Information from Other Databases
- Importing Information from an HTML File
- Importing Information from an XML File
- Exporting Information to Other Programs
- Linking a Database to Information in Another Database
- Other Ways to Share Access Data

4 Simplifying Data Entry with Forms

- Creating a Form by Using a Wizard
- Refining Form Properties
- Refining Form Layout
- Adding Controls to a Form
- Using Visual Basic for Applications to Enter Data in a Form
- Creating a Form by Using an AutoForm
- Adding a Subform to a Form

5 Locating Specific Information

- Sorting Information
- Filtering Information in a Table
- Filtering by Form
- Locating Information that Matches Multiple Criteria
- Creating a Query in Design View
- Creating a Query with a Wizard
- Performing Calculations in a Query

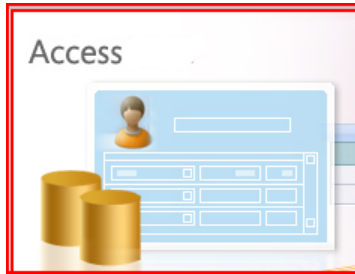
6 Keeping Your Information Accurate

- Using Data Type Settings to Restrict Data
- Using Field Size Properties to Restrict Data
- Using Input Masks to Restrict Data
- Using Validation Rules to Restrict Data
- Using Lookup Lists to Restrict Data
- Updating Information in a Table
- Deleting Information from a Table

7 Working with Reports

- Creating a Report by Using a Wizard
- Modifying a Report
- Creating a Report from Scratch
- Adding a Subreport to a Report

Previewing and Printing a Report



Microsoft Access Advanced Level II de II

Objetivo Nivel:

Técnicas avanzadas para Base de datos, relaciones entre tablas, multiusuario, seguridad, en Microsoft Access

Duración Total:

16 Horas en 4 sesiones de 4 horas

Requisitos:

Cursos Access Nivel I o experiencia equivalente

Contenido:

8 Making It Easy for Others to Use Your Database

- Creating a Switchboard by Using Switchboard Manager
- Creating a Splash Screen
- Setting Startup Options
- Keeping Your Application Healthy

9 Keeping Your Information Secure

- Encrypting and Decrypting a Database
- Assigning a Password to a Database
- Sharing a Database
- Replicating a Database
- Splitting a Database
- Setting Up a Workgroup
- Maintaining a Workgroup
- Preventing Changes to a Database
- Securing a Database for Distribution

10 Working with Pages and Modules

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Creating Static Web Pages
Exploring Visual Basic for Applications (VBA)
Using VBA to Create a Web Page
Creating a Data Access Page with AutoPage
Creating a Data Access Page Using the Page Wizard
Allowing Others to Analyze Data On the Web

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