FastCourse Series

Access Chapter 11: Maintaining a Database

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Learning Objectives

- After studying this chapter, you will be able to:
  - Add command buttons to forms
  - Manage database objects and create macros
  - Back up, restore, analyze, compact, and repair a database
  - Set database security using encryption and passwords

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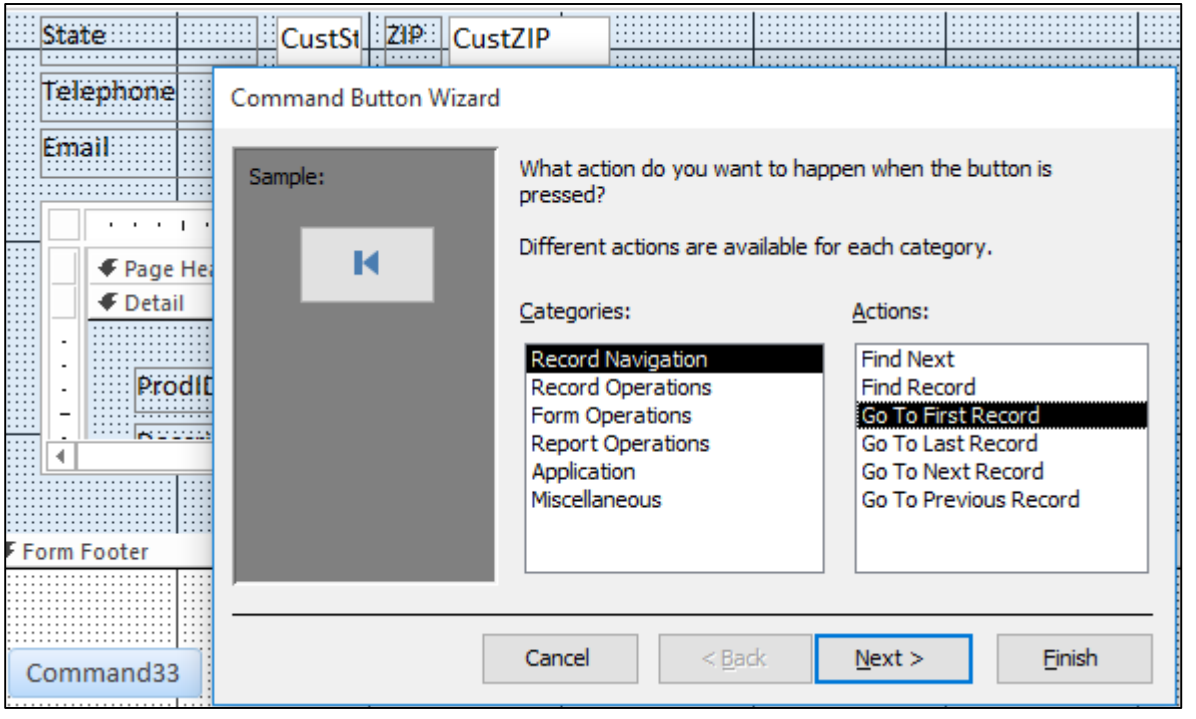
Using Command Buttons to Improve Navigation

- Command buttons can be used to quickly complete tasks or navigate through your database.



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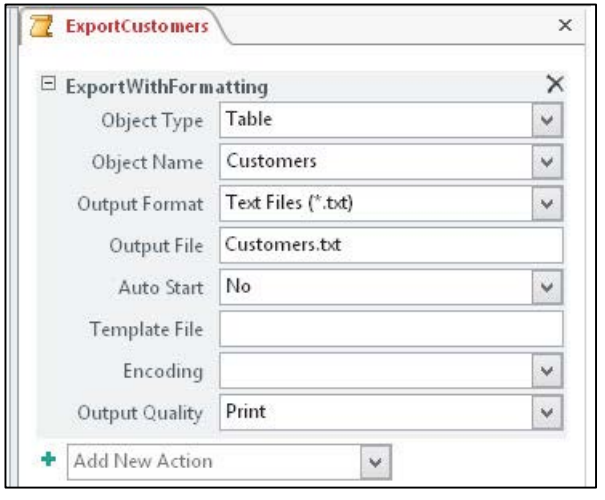
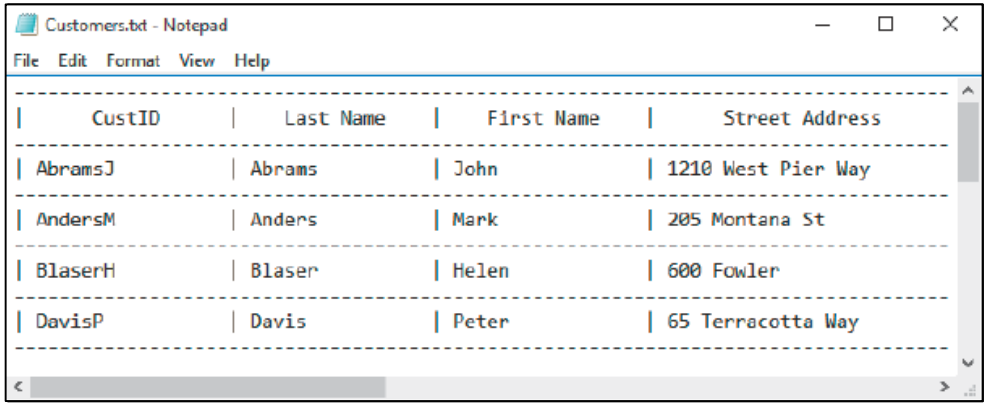
Creating Macros to Improve Efficiency

- Macro: An object that combines a series of steps into one action to automate tasks.
  - Example: Running an export





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Managing Database Objects

- The general cleanup and maintenance of databases can be done in a few ways:
  - Creating New Objects from Existing Objects
    - Using existing files as templates for new files
  - Renaming Database Objects
  - Deleting Database Objects
    - Example: temporary data for testing

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Backing Up a Database

- Backing up a database protects its data:
  - Doing so makes a duplicate of the database for easy retrieval.
  - It also adds the date to the filename each time you back up.

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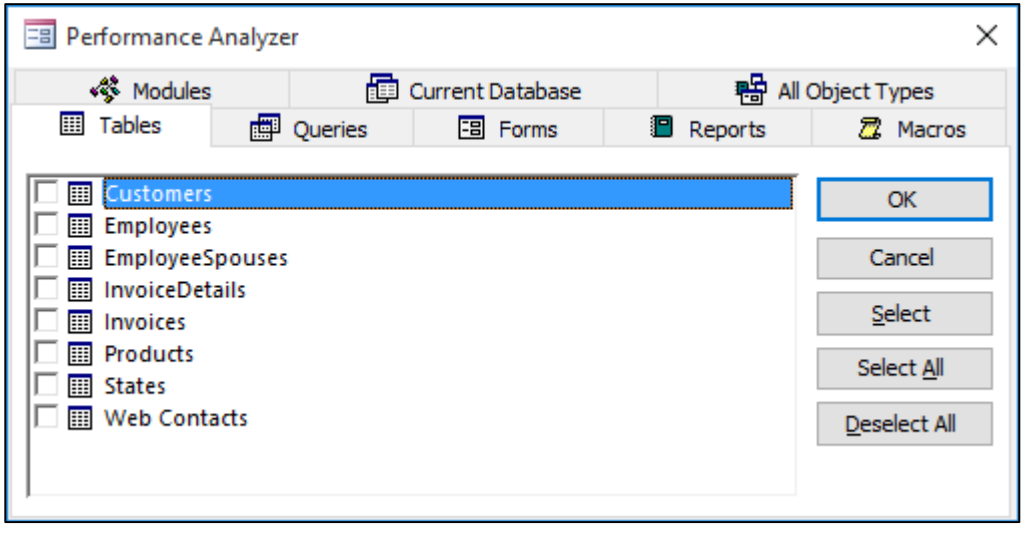
Analyzing and Documenting Databases

- The Performance Analyzer:
  - Reviews the structures of database objects
  - Identifies potential trouble spots/objects
  - Reports the results of the analysis
  - Ensures the smooth functioning of the database



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Analyzing and Documenting Databases (cont.)

- The Database Documenter:
  - Reviews all database objects
  - Documents all objects and their associations
  - Provides up-to-date documentation about the database

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Compacting and Repairing a Database

- Compacting and repairing a database:
  - Optimizes database performance
  - Identifies problems with a database that could corrupt it and attempts to fix the problem
  - Doesn’t create a new file
  - Can be set to occur automatically when you close the application

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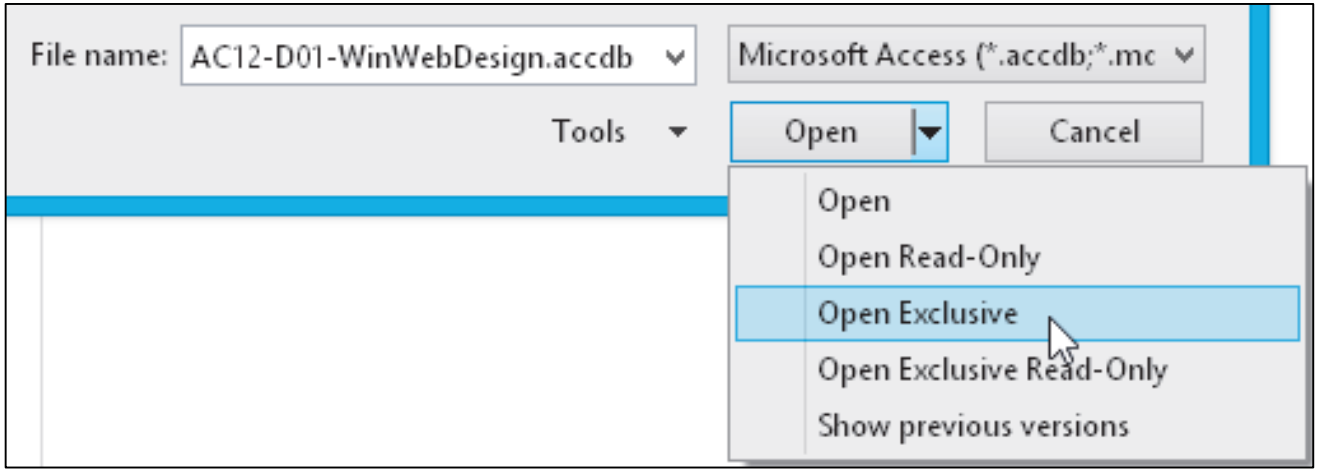
Opening a Database Exclusively

- The default setting is to open a database as a shared file.
- When setting security, you should open the database exclusively so Access locks the database and other users can't access it.



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Encrypting a Database Using a Password

- Database passwords protect the database from unauthorized users.
- Access passwords can use upper- and lowercase characters, symbols, and numbers.
- Strong passwords are at least thirteen characters long and include at least one character of each character type (letters, symbols, and numbers).

Tip! The database must be opened for exclusive use to set a password. Remember, passwords are case sensitive.

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