

Microsoft Access

Advanced



PREREQUISITES

- A working knowledge of Access or our Introduction to MS Access course will allow sufficient knowledge to attend our Advanced MS Access course.

BENEFITS

- At the end of this course you will have a complete understanding of the higher functions of Access.
- You will learn to automate functions by creating simple and then very advanced macros.
- You will advance your querying ability and then to use SQL statements in your queries.
- You will discover how to work with objects, and the fundamentals of database management.
- Finally you will be taught how to protect your valuable data sources.
- You will then be qualified to progress to our VBA Access course.

COURSE CONTENT

Create Expressions

- For Use Within Reports, Queries, Forms, Macros
- Definition Of (Symbols, Fields, Identifiers, Operators, Functions)
- Use To Define Calculated Control, Establish Validation Rule, Create Calculated Field
- Create Using The Expression Builder

Forms

- Create Forms With Macros To Create A User Interface
- Calculated Fields
- Use Expression Builder To Limit To Displayed Records
- Insert Picture (Picture Properties, As Background, Etc – Also For Report)

Reports

- Specify Grouping Levels (Grouping Header/ Footer, Group On, Group Interval, Keep Together)
- Calculated Fields
- Report Properties (Force New Page, Keep Together, Events, Etc)
- Create Mailing Labels And Charts From Table/ Query Data

Macros

- Create A Macro (Actions, Arguments)
- **Autoexec** Macro
- Macro Functions (Setvalue, Setmenu Item, MsgBox, Run, Etc)
- Create A Macro Group
- Add An Action To A Macro
- Move An Action In A Macro
- Enter An Expression In A Macro Action Argument
- Use Conditions To:
 1. Carry Out Actions Depending On Criteria
 2. Validate Data
- Show And Hide Macro Names And Conditions In The Macro Window

Queries

- Use The ! And . (Dot) Operators
- Expressions
- Parameter Queries – With The Criteria Provided From A Form (Standard Or Custom Dialogue)
- Action Queries (Update, Delete, Append)
- Crosstab Queries
- Calculated Fields

