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TRAINING

Advanced Microsoft Access

Duration: 1 day
Price: £225 + vat

Microsoft Access is a very powerful database application designed to save you time and make creating relational databases easier.

Prerequisites

Delegates should understand the basic concepts of creating an Access Database.

Objectives

Course objectives:-

- By the end of the course, delegates will have extended their knowledge of Access databases to advanced levels to include using macros.

Course Content

Introduction

- Review of basic concepts:
- Design concepts
- Relationships between tables

Designing Queries

- Using And and Or statements
- Totals Queries
- Creating calculations in queries
- Parameter Queries
- Autolookup Queries

Designing Forms

- Adding controls
- Working with combo boxes
- Working with calculated controls
- Control properties
- Working with subforms

Report Design

- Creating a report using the Wizard
- Designing grouped reports
- Adding sub-totals to reports

Macros

- Creating simple macros
- Creating grouped macros
- Creating conditional macros
- Assigning macros to command buttons
- Creating a Switchboard
- Using macros to pass conditions between forms
- Using macros to pass conditions to run reports



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Beginners Excel: 1 day

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