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Many organisations have large databases in Access that have built up over the years; staff have learned enough to build a database with a good relational structure, create forms to enter data and write queries to generate some useful reports.



However, when databases get big making your queries and forms effective can become more complex and it is worth investing in Microsoft Access Masterclass training to get the most from your data and save time.

Our Microsoft Access Masterclass course teaches delegates how to analyse data by creating complex queries, make forms and reports more efficient, speed repetitive tasks by creating macros.

If you are a looking for training specific to your business, we can provide private and in-company Microsoft Access Courses. Call us on +44 (0)1273 622272 to discuss your needs.

Prerequisites

There are no prerequisites for this course.

Course Objectives

By the end of this MS Access Masterclass training course, delegates will be able to:

- Demonstrate an advanced understanding of Microsoft Access
- Design advanced queries, forms and reports
- Use macros to increase productivity and perform advanced functions

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- 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

By the end of the Microsoft Access Masterclass training course, delegates will have extended their knowledge of Access databases to include using macros to advanced levels. There is no prerequisite for this access course.