

Microsoft Access

Advanced – 2 Days

Pre-requisites

To ensure your success, it is recommended you have completed the Access Essentials Course or possess equivalent knowledge.

Description

Do you need to:

- Expand your knowledge of relational database design
- Write advanced queries
- Structure existing data
- Share data across applications
- Customise reports

Aim

This course is designed for students wishing to gain intermediate/advanced-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Learning Outcomes

At the completion of this course, you should have the skills and knowledge to:

- Apply precision to table, query, form and report design
- Gain a higher understanding of table design specifics
- Restrict end-user access to the various objects within a database
- Design an interface for end users to access automated processes

Topics

Key topics covered in this course include:

Customising Tables and Table Relationships

- Field properties
- Relationships

Applied Queries

- Calculations in queries
- Creating multi-table queries
- Find unmatched query Wizard

Advanced Queries

- Top value queries
- Complex calculations
- Directional join queries
- Forms running parameter queries
- SQL specific queries

Action Query

- Action query type
- Create an update, append, delete query
- Create forms and queries

Report Design and other Reports

- Add custom expressions
- Mail merge using Microsoft Word

Macros

- Record, run and assign macros
- Conditional macros and IF macros
- SubMacros
- Database start-up options

Macros Workshop

- Update combo box contents
- Disable/enable or show/hide controls on Forms
- Import data from Excel and update tables

Database Tools

- Compact, repair, and backup a database
- Use the database documenter
- Analyse database performance
- Import and export data

Switchboards

- Use the switchboard manager
- Create the switchboard form
- Create a start-up form