



# Microsoft Access 2 day Advanced Course

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## Aim of the course:

To provide users with additional skills in order to analyse data with more complex queries, enhance existing forms and reports and automate routine tasks with macros.

## Topics Covered

### Revision

- Design & Planning
- Entities, Relationships
- Referential Integrity
- Fields, Data Types & Properties
- Normalisation

### Documenter & Analyser

### Front End & Back End Databases

### Compacting & Repairing a Database

### Queries

- Query Revision
- Using Functions in Queries
- Parameter Queries
- Cross Tab Queries
- Action Queries
- Union Query

### Query Joins

- Equi (Inner) and Outer Joins

### Forms

- Brief Basics Revision
- Revision of SubForms
- Adding a Combo Box that will Autofill another
- Form Properties
- Adding Tab Pages to a Form
- Adding Option Groups to a Form
- Using Functions
- Creating a Form in Design View

### Reports

- Brief Basics Revision
- Creating a Report in Design View
- Creating an Alphabetic Index
- Adding a Sub Report
- Adding Unbound Controls

### Macros

- Creating macros to automate forms
- Creating macros to provide user interaction
- Creating macros to automate data entry

### Importing, Exporting & Linking Data

### Object Linking & Embedding

- Pictures
- Hyperlinks
- Charts

### Data Access Pages

- Creating a Data Access Page Using the Wizard
- Modifying the design
- Adding a new record

### Setting a Database Password

### Brief Introduction to Programming (Time permitting)

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Keyboard and Windows experience is essential for students attending this course, plus knowledge of Access to an Intermediate level.