



Microsoft Access Advanced

Pre-requisites

To have attended Microsoft Access Intermediate training day from Optimise Consultancy or to be familiar with all subjects on Intermediate training courses outline.

Course Objectives

This course offers delegates advice and suggestions on the approach developing a relational database. It allows them to update and append their database as well as creating queries, reports and forms that use calculations.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Tables<ul style="list-style-type: none">○ Importing tables○ Importing from other applications○ Linking tables○ Relationship types• Queries<ul style="list-style-type: none">○ Query types○ Select queries○ Make table○ Update○ Append○ Delete queries○ Cross tab queries○ Expression builder○ Summary queries• Forms<ul style="list-style-type: none">○ Design view○ Form properties○ Allow edits / additions / deletions○ Form controls○ Calculated fields	<ul style="list-style-type: none">• Forms (cont.)<ul style="list-style-type: none">○ Combo boxes○ Command buttons○ Page breaks○ Sub forms○ Option groups○ List box○ Multi-page forms and tabs○ Inserting graphics• Reports<ul style="list-style-type: none">○ Creating reports from tables○ Creating reports from queries○ Design view○ Page headers and footers○ Report headers and footers○ Groups○ Layout○ The Report toolbox○ Report properties○ Calculated fields in reports
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