



Microsoft Access Training

Advanced

Course Objectives

- Understand Table Design in a practical context
- Understand and apply Field Properties
- Understand major components of Form and Report Design
- Design customised Forms and Reports
- Create Calculated Fields within Queries
- Create and use Action and Multi-Table Queries
- Create Switchboards and Startup Forms
- Understand AutoLookup
- Exchange data with other applications
- Build Advanced Queries and increase Query performance
- Create complex Reports, incorporating sub reports and calculated controls
- Export data from Access in Excel

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Introduction to Microsoft Access or have a good understanding of Microsoft Access.

Course Outline

Access Overview

- Objects
- Tables
- Forms
- Reports
- Queries

Customising Tables

- Importing Tables
- Using Link Table
- Field Properties
- Standard and Custom Formats
- The Input Mask Property and Wizard
- Indexes Window
- Copying Tables
- Relationships
- Foreign Keys
- Relationships Window
- Adding Tables
- Creating a One to Many Relationship

Creating Complex Forms

- Using Wizards to Create Forms
- Main/Subforms
- Creating a Linked Form

Form Design

- Controls
- The Toolbox
- Lines and Rectangles
- Labels
- Text Boxes
- Layering Controls
- AutoFormat

Applied Form Design

- Control Wizards
- Creating a Combo box, Button and Option Groups
- Additional Design Tools

- The Field List
- Tab Order
- Property Sheets
- Builders
- Building Expressions using the Expression Builder
- Naming Controls

Using Wizards to Create Reports

- Grouping and Subtotalling in a Report
- Creating Mailing Labels
- Mail Merge using MS Word

Report Design

- Design View
- Performing Calculations in Reports
- Dates and Times
- Combining Text Values
- Page Numbers
- Summary Calculations
- Sorting / Grouping in a Report
- Formatting a Report
- Embedding Images
- White Space

Applied Queries

- Creating and Formatting Calculated Fields
- Using Calculated fields in Combo Boxes
- Creating Action, Make-Table, Append, Update, Delete and Multi-Table Queries

Database Consolidation

- Using the Switchboard Manager
- Creating a Switchboard Form
- Creating a Startup Form
- Main/Subforms