



Microsoft Access Advanced

Participants on this Microsoft Access Advanced 2 day course will build on their existing knowledge and skills using Access. You will review database design principles and Relationships, before moving on to advanced tools such as Parameter Queries and Custom Forms and Reports.

The course assumes you have a solid working knowledge of Access, those needing to extend their database skills will benefit from this course.

Course Details

Skill Level:	Intermediate/Advanced
Duration:	Two Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Review of Relationships

- Exploring Database Relationships

Parameter Queries

- Setting up Flexible Queries
- Modifying Parameter Queries

Using Query by Form

- Designing a Query by Form
- Setting up the Form Properties

Setting up Action Queries

- Understanding Action Queries
- Designing Action Queries
- Delete Queries
- Update Queries
- Make Table Queries
- Append Queries

Customising Reports

- Creating Custom Fields
- Report Layout Options

Customising Forms

- Building Custom Forms
- Adding Form Fields
- Adding Controls to a Form

Using Expressions in Forms

- Working with Expressions
- Using Calculations

Macros

- Building Macros
- Using the Macro Builder



Mark walked us through the course thoroughly, provided us with useful, practical Access tips to use.

He gave us lots of opportunities to ask questions and for clarification.

The small group setting was suitable and conducive for learning.

D. Choo