

Access Advanced – 2 days



Course Objectives

Learn to use the advanced features of Access to their full extent. By the end of this course, students will be able to create advanced queries to manipulate data, build advanced forms for efficient data entry, layout detailed reports, create macros to carry out tasks, & understand how to use a database in network environments and operate a database securely.

Prerequisites

This course assumes that you have either attended our Access Introduction/Intermediate course or have an understanding of the topics covered in the Introduction/Intermediate training course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Advanced Exchanging Data with Other Applications

- Link table
- Merge It With Word

Using Query Wizards

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

Advanced Queries

- Parameter queries
- Functions
- Action Queries – Update, Delete, Make Table, Append

Advanced Forms

- Adding Subforms manually
- Chart Wizard
- PivotTable Wizard
- Form properties
- Control properties
- Form templates

Advanced Reports

- Adding Subreports manually
- Multiple column reports
- Report properties

Automating Actions Using Macros

- What are macros?
- Creating a macro
- Running a macro
- What is the AutoExec macro?

Conditional Macros & Macro Groups

- Using conditions in macros
- Grouping Macros

Creating a Menu System

- Using Switchboard Manager
- Using Forms and Macros
- Setting Startup options

Database Security

- Access Security Model
- Creating a Workgroup database
- Database Password
- Create User-Level security
- Use the Database Security Wizard
- Establish a new Administrator User and Group
- Create User and Group Accounts
- Grant and Revoke Privileges on Access Objects to Users and Groups