

## Microsoft Access Advanced - 2 days



### Overview

Our advanced Access training course is suitable for those with a sound working knowledge of Access who wish to progress to the most complicated functions and features.

### Prerequisites

A good working knowledge of Access is required, students should have an understanding of concepts covered in the Access Introduction/Intermediate course. These include creating and modifying table structures, creating a relational database, working with records, creating queries, forms and reports.

### Benefits

At the end of this course you will have a complete understanding of the higher functions of Access. You will advance your querying ability, improve your form design and learn to automate functions by creating macros.

You will then be able to progress to the VBA course for Access.

### Microsoft Office Specialist Qualification

Following the Access Introduction/Intermediate and Access Advanced courses and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Access 2007 or 2010**.

### Review Exercise

#### Importing And Exporting Records

- Exporting Records To Microsoft Excel
- Exporting Records To A Text File
- Importing From Microsoft Excel
- Importing From A Text File
- Linking To An External Data Source

#### Multi-Table Queries

- Understanding Relational Queries
- Creating A Relational Query Design
- Filtering A Relational Query
- Filtering Related Fields
- Adding More Tables And Fields
- Utilising Hidden Fields
- Creating a Crosstab Query

#### Calculations In Queries

- Creating A Calculated Field
- Formatting Calculated Fields
- Summarising Data Using A Query
- Changing The Grouping
- Calculating Dates
- Using Criteria In Calculations
- Concatenating String Fields

#### Parameter Queries

- Creating A Parameter Query
- Displaying All Records
- Using Parameters To Display A Range
- Using Parameters In Expressions

#### Aggregation Queries

- Creating An Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations
- Modifying Aggregate Headings
- Aggregating Calculated Fields
- Applying Criteria To Aggregations
- Understanding Nested Queries
- Creating An Assembly Query
- Creating The Nesting Query
- Action Queries
- Creating A Make Table Query
- Using A Make Table Query

- Expressions And Update Queries
- Preparing An Update Query
- Running An Update Query
- Updating With Expressions
- Running An Expression Based Query
- Creating A Delete Query
- Running A Delete Query
- Creating An Append Query
- Running An Append Query
- Turning Action Messages Off

### **Modifying Forms**

- Understanding Form Design And Layout
- Switching Form Views
- Selecting Form Objects
- Working With A Control Stack
- Changing Control Widths
- Moving Controls
- Aligning Controls on a Form
- Understanding Properties
- Changing Label Captions
- Adding An Unbound Control
- Adding A Control Source
- Formatting A Control
- Checking the Tab Order of a Form
- Changing Tab Order
- Inserting the Date and Time Into A Form Header

### **Creating And Using Macros**

- Understanding Macros and VBA
- Creating A Macro
- Running A Macro
- Modifying An Existing Macro
- Interacting With The User
- Stepping Through A Macro
- Documenting Macros

### **Macro Techniques**

- Creating A Print Macro
- Using Conditions To Enhance A Macro
- Creating A Sequence of Conditions
- Understanding the Versatility of MsgBox
- Using The MsgBox Function
- Reconfiguring A Message Box
- Using The InputBox Function

### **Macros On Forms**

- Understanding Macros And Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming An Event
- Running An Event Macro
- Modifying An Event Macro
- Setting Echo Off
- Adding A Close Button
- Creating A Search Macro
- Running The Search Macro
- Understanding The Search Macro
- Naming Macros
- Referencing Macro Sheet Macros

### **Appendix A: An Introduction To VBA**

- Understanding VBA
- Coding VBA For An Event
- Running VBA Event Code
- MsgBox And InputBox
- Modifying An Existing Procedure
- Understanding The Modified Code
- Creating A Standard Module
- Loan Simulator Code
- Running The Code
- Understanding The Loan Simulator Code
- Creating A Button For The Simulator
- Attaching The Simulator Code

### **Appendix B: Relational Database Design**

- Designing A Relational Database
- Scoping The System
- Determining The Inputs
- Normalising A Database
- First Normal Form
- Second Normal Form
- Second Normal Form - Case Study
- Third Normal Form
- Database Indexing