

Access Advanced



Course Objectives

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; delegates 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.

Exercises

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

Objectives

- export records to and import records from a wide variety of sources and applications
- create and work with aggregation queries
- create and use a series of action queries
- modify and adapt an existing form according to specific needs
- create forms using a combination of wizards and manual techniques
- create a navigation form for a database in Access 2013
- understand and use a variety of tools that ensure the wellness of your database files
- create and use macros in Access
- work with a number of macro techniques
- create and work with macros in forms
- create some simple programming code using VBA
- Importing From a Text File
- Linking to an External Source

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 Source

Aggregation Queries

- Creating an Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations
- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria to Aggregates
- Understanding Nested Queries
- Creating an Assembly Query
- Creating the Nesting Query

Action Queries

- Creating a Make Table Query
- Using a Make Table Query
- Understanding Expressions and Update Queries
- Preparing an Update Query
- Running an Update Query
- Updating Using Expressions
- Running an Expression-Based Update
- Creating a Delete Query
- Running a Delete Query
- Creating an Append Query
- Running an Append Query
- Turning Action Messages Off

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Modifying Forms

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

DIY Forms

- Creating a Multiple Item Form
- Adjusting the Layout of a Form
- Typing Into a Form Layout
- Disabling Fields
- DIY Sub Forms
- Removing SubForm Redundancy
- Splitting and Merging Layout Cells
- Adding an Easy Lookup Field
- Adding Buttons to a Form
- Adjusting Form Properties

Using a Navigation Form

- Creating a Simple Navigation Form
- Creating a More Complex Navigation Form
- Creating the Navigation Form Page Tabs
- Creating Subsidiary Pages
- Assignment Adding Subsidiary Pages
- Editing Page Tab Names
- Applying a Theme
- Modifying Properties
- Automatically Starting the Navigation Form

Database Wellness

- Compacting and Repairing a Database
- Understanding Database Splitting
- Using the Database Splitter
- Managing Linked Tables
- Checking Object Dependencies
- Analysing Database Performance
- Documenting a Database

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 on 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

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An Introduction to VBA

- Understanding VBA
- Coding VBA for an Event
- Running VBA Event Code
- Understanding 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

Database Security

- Understanding Database Trust
- Enabling Blocked Content
- Understanding the Trust Centre
- Creating a Trusted Location
- Opening a Database From a Trusted Location
- Encrypting a Database
- Decrypting and Opening a Database
- Removing a Database Password
- Understanding Package and Sign
- Creating a Self Signed Certificate
- Creating a Signed Package
- Extracting and Using a Signed Package