

This course introduces participants to the advanced features in Access and helps understand its conventions. It will encourage an understanding of the way in which the program works and skilful and confident use of its database facilities.

### Pre-Requisites

It is recommended that students have attended an essentials Access course or have the skills and experience of topics covered in that course.

### Duration

2 Days

### Cost

\$600 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

### Contact Details

Level 7  
105 St George's Terrace  
Perth WA 6000  
P: (08) 9322 4115  
F: (08) 9322 4005  
E: [courses@sigmatraining.com.au](mailto:courses@sigmatraining.com.au)  
W: [www.sigmatraining.com.au](http://www.sigmatraining.com.au)

### Course Content

#### Access – A Review

- revise topics covered at the introductory/intermediate level of Microsoft Access

#### Database Management

- Compact and Repair a Database
- Backing up Your Database
- Editing Database Properties

#### Using Query Wizards

- create simple queries using the wizard
- create crosstab queries using the wizard
- find duplicate data using the Query Wizard
- find unmatched data using the Query Wizard

#### Advanced Select Queries

- use parameters in queries to ask users questions
- use built-in functions in calculations
- group data and use total features such as Sum and Average

#### Action Queries

- describe what each type of action query does
- carry out action queries

#### Advanced Forms

- use the Form Wizard to produce charts and pivot tables on forms
- insert a subform manually
- modifying form controls
- creating a calculated control
- using form properties
- limiting user access to a form
- creating check boxes and command buttons
- creating event procedures
- customizing error messages

### Advanced Reports

- use sorting and grouping in a report
- create group headers and footers with expressions
- create multiple column reports

### Creating Form & Report Templates

- create and assign form and report Autoforms
- create and assign form and report templates

### Automating Actions Using Macros

- describe a macro and know when to use one
- create, edit and run basic macros
- create a command button macro
- assign macros to events on forms and reports
- adding code to your macro
- prompting for user input
- using if-then-else statements
- create macro groups

### Creating a Menu System

- create a menu system using switchboard manager
- setting start up options
- creating modal dialogue boxes
- adding controls
- setting properties

### Analyzing and Managing Your Database

- Analyzing Performance
- Analyzing Tables
- Viewing Object Dependencies
- Splitting a Database
- Database Replication

### Customising Access

- Opening the Options Dialogue
- Overview of the Options Dialogue
- Changing User Information
- Setting Security Options