

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
W: www.sigmatraining.com.au

Course Content

Access – A Review

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

Table Properties

- identify and set table properties

Exchanging Data with Other Applications

- import information from another application
- link data from another application
- export data to other applications
- use Access with Microsoft Word and Microsoft Excel

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
- understand the properties of forms

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

Conditional Macros & Macro Groups

- create conditional macros
- create macro groups

Creating a Menu System

- create a menu system using switchboards
- setting start up options
- create a shortcut to the database
- create a shortcut to an object within the database

Setting Access & Database Options

- describe the options available for Access and Access databases
- set Access and Access