



SWANSTON

Microsoft Access: Advanced Level

Duration: Two days

What you will cover in this course:

Assuming a good understanding of Microsoft Access and Windows you will learn to take advantage of all the features listed below:-

Review of basics

- Database Design
- Table Design/Properties
- Relationships
- Query Design/Properties
- Form Design/Properties
- Report Design/Properties

Advanced Queries

- Action Queries
 - Make-table queries
 - Update queries
 - Append queries
 - Delete queries
- Cross-tab queries

Advanced Form Design

- Advanced use of drop-down lists
- Using Unbound Text Boxes
- Using the Expression Builder
- Referring to data on other forms
- Advanced use of Sub-forms

Query by form

- Using forms to set criteria in a query

Macros

- Creating and editing Macros
- Macro groups
- Assigning Macros to objects
- “Event” Properties

Advanced Report Design

- Groups and Totals
- Referring to data on forms
- Using the Expression Builder

Building Menus / Toolbars

- Creating a new menu bar
- Creating a new toolbar
- Setting the menu property of a form
- Setting the toolbar property of a form

Security Matters

- Why security?
- Setting up multi-user security
 - Creating a Workgroup
 - Creating Groups
 - Creating User Accounts
 - Assigning/removing permissions
 - Assigning Users to Groups
- The Logon procedure and passwords
- Testing Security

Creating a Database Solution

- Practical examples of how to take different scenarios and create a working solution using all the Access skills learnt to date