

MICROSOFT ACCESS - ADVANCED

COURSE LISTING

Delegates should have completed an Introductory Access course or have a good working knowledge of Access.

Duration: 2 Days

Creating a Relational Model

- Different Types of Links
- Primary Keys
- Foreign (or Secondary) Keys
- Setting up Indexes
- Referential Integrity

Advanced Forms Design

- Creating Multi-Table Forms
- Advantages of using Subforms
- Add a Subform to a Main Form
- Modify the Subform from within the Main Form Design
- Check the link between the Main and Subforms
- Calculated Fields
- Expression Builder
- Field Display Types
- List Boxes And Combo Boxes
- Option Fields
- Option Group

Advanced Queries

- Table joins
- Parameter Queries
- Find Duplicates Queries
- Find Unmatched Query

Advanced Reporting

- Reports based on Multiple Tables
- Selecting records to print
- Grouping and Sorting the Data
- Adding Calculated Fields
- Embedding Sub-Reports

Linking Data

- Mail Merge with Word for Windows
- Sending data to Excel
- Linking data with Excel
- Get External Data (within Excel)

Performance & Database Design

- Objectives when designing a Database
- Database Design
- Indexes and Keys
- Creating an Index
- Which Fields should be Indexed?
- Multiple Field Indexes

Events on Forms

- Form Window Events
- Keyboard Events
- Data Events
- Error and Timing Events
- Focus Events
- Mouse Events
- Attaching Macros to Events

Macros

- What is a Macro?
- Command Buttons
- Using Macros on Forms
- Grouping Macros
- Passing Values between Forms
- Using Conditions in Macros
- Explanations of Conditions

Customising the Ribbon

- Add a Macro to the Quick Access Toolbar
- Adding a Group to an existing ribbon tab
- Removing Groups and Tabs
- Adding a Macro to the Ribbon