

Duration 2 days

Pre Requisites

Delegates should have attended the two day Access Introductory course or attained a similar level of experience.

Objectives

This course is designed for existing Access users who need to use more data manipulation techniques within their databases or who need to import and tidy up data. The course looks at a number of advanced manipulation techniques using queries and reports and more advanced forms. The course lasts comprises a mixture of demonstrations, tutor-led examples and student exercises

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Access VBA

Course Content

- **Revision of Essential Skills**
 - Database Relationships
 - Referential Integrity
 - Designing Userforms & Reports
- **Advanced form Design**
 - Main and SubForms
 - Multiple instances of subform
 - Calculations in forms
 - Form Properties
 - Modal Forms
 - Popup forms
 - Selecting Data with Combo-boxes
 - Filtering info from Combo-Boxes
 - Running Queries from forms
- **Queries**
 - Calculations in queries
 - Action Queries
 - Union Queries
- **Reports**
 - Advanced report design
 - Using visual basic to customise reports
- **Macros**
 - Macro Actions
 - Group Macros
 - Conditional Macros
 - Assigning Macros to toolbars and menus
- **Introduction to Visual Basic Environment**
 - Event Properties
 - Functions
 - Methods
 - Properties
 - Macro Actions in VBA