

Rock Solid Training Course Profile

Microsoft Access Advanced

One Day Course

Who is this training course suitable for?

Our Microsoft Access Advanced course is suitable for those with a sound working knowledge of Access who wish to progress to the most complicated functions and features.

Prerequisites

A basic working knowledge of Access is required, or completion of our Access Intermediate course.

Benefits

This course is designed to provide delegates with the knowledge and skills needed to handle the advanced features of Access. In particular, delegates will learn how to customise and automate their database application through the use of command buttons, macros, events and Switchboard Manager.

Course Syllabus

Automation

- Command buttons in forms
- Command button properties
- Linking forms with buttons
- Using PopUp forms
- Finding records by combo box

Macros

- Creating macros
- Macro commands & arguments
- Running a macro
- Attaching to command buttons
- Editing a macro
- Macro groups
- Conditional macros

Events

- The stages of a record
- Event properties of a form
- Event properties of a control
- Attaching macros to events
- Using events to set properties
- Using Expression Builder

Other Queries

- Unique values
- Re-query to update a combo box
- Query by form
- Top values queries
- Summary & grouping queries

Action Queries

- Make table queries
- Append, delete & update queries
- Hide/show queries

The Finished Application

- Using Switchboard Manager to build a Switchboard
- The Autoexec macro
- Access Startup options
- Disabling user access
- Running from a desktop shortcut

Multi-User Databases

- Shared Databases
- Setting Default Locking Properties
- Creating Groups and Users
- Setting User Permissions
- Assigning Ownership
- Splitting an Access Database
- Changing the Location of the Back-end Database