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Microsoft Access Advanced

Duration: 2 Days

Overview:

Aspect Training's Microsoft Access Advanced Training course is designed for those users who wish to step their current knowledge of Access to take advantage of the more complex features. On completion delegates will understand relational databases and be able to work with related tables. They will learn how to generate much more complicated queries and create more advanced forms and reports before tackling PivotCharts and PivotTables.

At the end of Aspect Training's Microsoft Access Advanced Training course you will have a complete understanding of the higher functions of Access. You will learn to automate functions by creating simple and then very advanced macros. You will advance your querying ability and then to use SQL statements in your queries. You will discover how to work with objects, and the fundamentals of database management. Finally you will be taught how to protect your valuable data sources.

Prerequisites:

Attendance of Aspect Training's Microsoft Access Introduction course or equivalent

Continued over....



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Course Topics:

Creating relational databases

Database normalising
Introducing relating tables
Adding referential integrity

Working with related tables

The lookup wizard
Changing lookup fields
Inputting data to related tables

Defining data entry rules

Using input masks
Setting a property
Setting a validation rule

Using advanced query features

How to join a table in queries
Creating a calculated field
Using an action query

Creating advanced queries

Summarise and group values
Create a crosstab query
Using a parameter query

Creating advanced form design

Working with graphics
Working with calculations
Working with combo boxes
Working with unbound controls

Using advanced report features

Create customized headers and footers
Add a calculated value
Work with sub-reports

PivotTables and PivotCharts

Create a PivotTable
Modify a PivotTable
Working with a PivotChart

Creating Advanced Forms

Designing a form based on joined tables
Automating data entry
Grouped control
How to improve the user interface
Designing subforms

Macros

Create and run macros
Attach macros to events of database objects

Creating Advanced Macros

Create macros to provide user interaction
Create macros requiring user decision
Use AutoKeys and AutoExec macros

Exploring Access SQL

How to identify different clauses in an SQL statement
Writing SQL statements
Attach an SQL statement to database objects

Integrating the Internet

Work with hyperlink fields

Managing Databases

Work with database utilities to optimise resources
Secure data by database replication

Security Fundamentals

Protect databases