

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Exchange data with other applications
- * Create advanced queries to manipulate data
- * Create form and report templates
- * Create macros to carry out tasks
- * Create a menu system
- * Set Access and Database options

PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. An ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

ACCESS - A REVIEW

- * Revision

TABLE PROPERTIES

- * Setting Table Properties

EXCHANGING DATA WITH OTHER APPLICATIONS

- * Importing and linking data
- * Exporting data
- * Office Links

USING QUERY WIZARDS

- * Simple Query Wizard
- * Creating Crosstab Queries
- * Find Duplicates Query
- * Find Unmatched Query

ADVANCED SELECT QUERIES

- * Calculations in Queries
- * Parameter Criteria
- * Using built-in functions in Queries
- * Using totals in Queries
- * Types of totals

ACTION QUERIES

- * Using Datasheet View and Run Update Queries
- * Delete Queries
- * Append Queries
- * Make-Table Queries
- * Normalising a Table using Action Queries

ADVANCED FORMS

- * Using Form Wizards
- * Properties of Forms

ADVANCED REPORTS

- * Sorting and grouping a Report
- * Multiple column Reports

CREATING FORM AND REPORT TEMPLATES

- * Form Templates

AUTOMATING ACTIONS USING MACROS

- * What is a Macro?
- * Events and Macros

CONDITIONAL MACROS AND MACRO GROUPS

- * Using Conditions in Macros
- * Creating Macro groups

CREATING A MENU SYSTEM

- * Switchboards
- * Startup settings

ACCESS AND DATABASE OPTIONS

- * General, Edit/Find, Keyboard, Datasheet, Forms/Reports and Tables/Queries Options