

## MS Access–2 days

Advanced

### Prerequisites

**In order to successfully master Access Intermediate, Access Beginners must have been completed.**

**The user must be confident with at least 80% of the course material from the Access Beginners course.**

### **Designing advanced queries**

- Creating action queries
- Creating a make-table query
- Creating an update query
- Creating an append query
- Creating a delete query
- Create a CrossTab query
- Create a Function Query

### **Manipulating controls**

- Using controls
- Selecting & Moving Controls
- Moving part of a paired control
- Sizing a control by dragging
- Sizing controls automatically

### **Using Form design view**

- Displaying the field list
- Adding a field
- Adding an image
- Adding a rectangle
- Adding a line

### **Advanced form design**

- Using forms in design view
- Creating a combo box
- Creating a list box
- Creating an option group
- Setting the tab order
- Adding a form header/footer

### **Using charts**

- Creating a chart
- Adding a chart to a report
- Activating Microsoft graph to edit
- Changing the chart type
- Changing the chart title
- Formatting the chart title
- Adding data labels to a chart

### **Advanced report design**

- Using reports in design view
- Creating a calculated control
- Creating a running summary
- Inserting a date/time control
- Inserting a page break
- Changing the report margins
- Customising a label size

### **Subforms**

- Working with SubForms
- Creating a SubForm
- Editing the layout of a SubForm
- Displaying the SubForm in datasheet view
- Adding a form header/footer
- Displaying a SubForm total

### **Database utilities**

- Changing database properties
- Linking data to an access table
- Setting a database password
- Compacting a database

### **Using other form techniques**

- Adding a command button
- Creating a form letter
- Using ActiveX controls
- Working with indexes
- Creating a multiple field key

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### **Creating Macros**

- Working with macros
- Opening the macro design window
- Creating a macro
- Assigning an argument to an action
- Saving a macro
- Running a macro
- Editing an existing macro
- Running a macro - tools menu

### **Creating Switchboards**

- Create a Switchboard
- Set startup options
- Adding a button to a switchboard
- Creating custom toolbars
- Creating a custom toolbar
- Adding custom commands
- Adding buttons to a toolbar
- Changing a button image

### **Using Macros**

- Using properties
- Assigning a macro to a control
- Creating a command button
- Using the command button wizard
- Adding a condition to a macro
- Creating a group macro
- Creating an autoexec macro