

Course Outline

Access Advanced -- 1 day

All companies have data storage and retrieval requirements. Microsoft Access provides a sophisticated database system which is easy to learn and provides all the functionality that is required.

Course Description

This course is for delegates who have attended our introductory and intermediate Access courses or have experience in setting up their own relational databases using Access.

Course Objectives

The following topics may be covered on the course and to some extent the list can be modified to suit the particular pre-knowledge and needs of the delegates attending.

Review of Database Functions

- Storage of data
- Viewing, Entering & Editing Data
- Querying data
- Generating Reports
- Relational Database Concepts

Using External Data

- Importing Data
- Exporting to Excel and Word

Macros

- Creating Macros
- Adding to forms
- Creating a 'turnkey' system

Advanced Reports

- Form letters for Mail Merge

Advanced Form Design

- Pop-up forms
- Choice forms

Toolbars

- Removing toolbars and special keys

Database Security

- Allowing user permissions

Addins

- Database documenter

Introduction to VBA (Visual Basic)

- Why use VBA instead of Macros?
- The Visual Basic Programming interface
- Simple examples of VBA module code

Train-IT.co.uk offers one-day introductory and intermediate courses in Access.

We also provide training on Access VBA (Visual Basic Applications programming language)

Companies looking for a cost-effective solution to database management training might like to consider the combined Access and Crystal Reports course offered by Train-IT.co.uk

For further details contact our training staff on 0870 345 9551