

Microsoft Access 2003 Advanced – Duration 1 day

Pre-requisites: Delegates must be confident computer users with Word and Excel experience. Also be experienced with topics covered in both the Access Introduction and Access Intermediate Courses.

Aim: By the end of this course you will be able to create a Database and have clear knowledge of all of Access Advanced functions with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Functions
- Relationships
- Graphs
- Macros
- Command Bars

Course Outline:

- Creating Queries that Relate to Open Forms**
- Using Functions in Forms**
 - Date and Formatting Functions
 - Text Processing Functions
 - Conditional Functions
- Outer Join Query Types and Exception Reporting**
 - SQL Query statements and ANSI SQL
 - Select Queries
 - Distinct and Distinct Row Variations
 - Union Queries
 - Data Processing Queries
- Creating Relationships and Integrity/Creating and Customising Reports and Groups/Graphics and Graphs in Reports**
 - Sub Reports
 - Running Reports from Open Forms
- Extending Form Usage**
 - Custom Data Entry Forms
 - Sub Forms and Graphs in Forms
 - Using UnBound Forms and Controls
 - Using Aggregate Dfunctions() in Forms and Reports
 - Using Advanced Functions in Forms
 - Reports and Queries
 - Using Controls and Control Properties
- Setting Access Default Properties/Introduction to Macros**
 - Using and Building Macros
 - Assigning Buttons to Forms
 - Introduction to the Macro Windows
 - Building Basic Macros
 - Chaining Macros and Conditional Macros
 - File Processing Macros
 - Macros that perform Menu Actions
 - Opening and Closing Forms
 - Modifying Fields with Macros
 - Macros to Filter Data
 - Macros to Transfer Data
 - Activating Dialogue Boxes
 - Running and Printing Reports from Macros
 - Conditional Actions in Macros
 - Running External Applications
 - Using the SENDKEYS to Transfer Data Instructions
 - Transfer and Attach Database Options
 - Mail Merge and Excel and Word
 - Custom Menu Design
 - Customising the Toolbar and ACCESS 2.0

Removing the Toolbars from use
AUTOEXEC Macros
Using Switchboard Forms for Dialogue
Using Dialogue Boxes for simple interrogation
Creating User Dialogue Boxes with UnBound Forms and Controls
Form and Control Events

Building Command Bars and Menus Security in Access

Database vs. User Level Security
Enabling Access Security
Using the Security Wizard
Creating Administrator Accounts
New Users and Groups
Changes to Database Ownership