

Microsoft Access Advanced

Creating Queries that Relate to Open Forms	
Using Functions in Forms	<ul style="list-style-type: none"> • Date and Formatting Functions • Text Processing Functions • Conditional Functions
Outer Join Query Types and Exception Reporting	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Sub Reports • Running Reports from Open Forms
Extending Form Usage	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Using and Building Macros • Adding 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 & Menus Security in Access	<ul style="list-style-type: none"> • Database v User Level Security • Enabling Access Security • Using the Security Wizard • Creating Administrator Accounts • New Users and Groups • Changes to database Ownership