



Computer Consultants Corporation

Microsoft Access

Advanced

Length of course: 2 class days (12 hours)

Objective(s): Students will learn advanced techniques for working with tables, queries, forms, and reports. Database maintenance, security, and automation features will also be explored.

Prerequisites: Introduction to Access or equivalent experience.

Advanced Table Techniques

- Defining Multiple Key Fields
- Using the Lookup Wizard
- Viewing Subdatasheets

Advanced Query Techniques

- Creating a Top Values Query
- Setting Parameter Order and Data Type
- Designing a Crosstab Query
- Finding Duplicates and Unmatched Records Using Queries
- Creating and Running Action Queries:
 - Make Table
 - Update
 - Delete
 - Append

Advanced Form Techniques

- Form Headers and Footers
- Aligning and Sizing Controls
- Adjusting the Tab Order
- Form, Control, and Section Properties
- Inserting Pictures, Lines, and Rectangles
- Combo/List Box Wizard
- The Option Group Wizard
- Adding a Calendar Control
- Multi-Page and Tabbed Forms
- Inserting and Linking a Subform to a Form
- Adding Calculated Controls to a Form

Office and Web Integration Features

- Importing and Exporting Excel Data
- Using Access Data for a Word Mail Merge
- Saving Access Objects as Web Pages
- Creating Data Access Pages

Advanced Report Techniques

- Report Headers and Footers
- Creating a Grouped Report
- Adding Summaries to a Report
- Formatting Using AutoFormat
- Inserting Pictures, Lines, and Rectangles
- Modifying Page Setup and Margins
- Inserting Page Breaks
- Adding a Cover Page
- Adding Charts to a Report
- Creating Mailing Labels

Database Administration and Maintenance

- Backing Up and Restoring a Database
- Compacting and Repairing a Database
- Splitting a Database into Front-End and Back-End Components
- Creating and Synchronizing Database Replicas
- Setting a Database Password
- Applying User-Level Security

Access Automation

- Creating Switchboards
- Setting Database Startup Options
- Adding Command Buttons to a Form
- Creating and Running Macros
- Understanding Form Events
- Assigning Macros to Events