



## Computer Consultants Corporation

### Microsoft Access

**Advanced**

Length of course: 1 class day (6 hours)

Objective(s): Students learn advanced skills required for the effective use of Microsoft Access 2007 in the Microsoft Fluent User Interface, including Advanced Queries, Database Joins, setting up complex Forms, developing multipart complex reports, customizing the database interface, and Access integration.

Prerequisites: Introductory and Intermediate Access 2007, or equivalent experience.

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#### Access Advanced Queries

- Querying Tables with no Relationships
- Setting Join Properties
- Identifying Join types
- Defining Left and Right Joins
- Setting up a Parameter Query
- Creating complex Parameter Prompts
- Identifying features of Calculated Field
- Creating Append and Update Queries
- Creating Delete and Make Table Queries

#### Creating Complex Forms

- Main Form and Sub Form
- Connecting Related Tables in Forms
- Formatting a Form
- Totaling Calculated Fields
- Controls and Form Sections
- Using the Expression Builder
- Adding Current Date
- Disabling and Locking Form Fields
- Adding Tips to Controls
- Creating Pop-Up Forms
- Hiding Screen Elements

#### Creating Complex Reports

- Identifying Report Record Source
- Using SmartTags
- Procedures for adding a Sub Report
- Numbering Sub Reports separately
- Positioning Calculated Controls
- Positioning Page Break Controls
- The Performance Analyzer

#### Customizing the Database Interface

- Displaying Access Options
- Enabling Error Checking
- Customizing the Navigation Pane
- Setting Datasheet colors and Default Fonts
- Opening a Database Exclusively
- Encrypting a Database using a Password
- Deploying a Signed Database

#### Microsoft Access Integration

- Converting to other Access Formats
- Attaching Files to Access Tables
- Sharing Data with Word and Excel
- Collecting Data using Outlook
- Adding Hyperlinks to Database Objects
- Creating Pivot Tables and Charts
- Exporting Objects a Web Pages