

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Import and export data from other applications
- * Use advanced query features to manipulate data
- * Use Access features to collect and present data in various formats
- * Simplify and/or eliminate repetitive data handling tasks

PREREQUISITES

It is recommended that students have basic experience with the fundamental uses and features of Microsoft Access 2016

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

ACCESS - A REVIEW

- * Revised topics covered at the Introductory / Intermediate level of Microsoft Access 2016

TABLE PROPERTIES

- * Identify and set out table properties

EXCHANGING DATA WITH OTHER APPLICATIONS

- * Importing information from another application
- * Link data from another application
- * Exporting data to other applications
- * Using Access with Word and Microsoft Excel

USING QUERY WIZARDS

- * Creating simple Queries using the Wizard
- * Create Crosstab Queries using the Wizard
- * Find Duplicates data using the Query Wizard
- * Find Unmatched data using the Query Wizard

ADVANCED SELECT QUERIES

- * Use parameters in Queries to ask users questions
- * Use built-in functions in calculation
- * Group data and use total features such as Sum and Average

ACTION QUERIES

- * Describe what each type of action query does
- * Carry out action query

ADVANCED FORMS

- * Using Form Wizard to produce charts and pivot tables on forms
- * Insert a sub form manually
- * Understand the properties of forms

ADVANCED REPORTS

- * Use sorting and grouping in a Report
- * Create group headers and footers with expressions
- * Create multiple column reports

CREATING FORM AND REPORT TEMPLATES

- * Create and assign form and report AutoFormats
- * Create and assign form and report templates

AUTOMATING ACTIONS USING MACROS

- * Describe a macro and know when to use one
- * Create, edit and run basic macros
- * Create a command button macro
- * Assign macros to events on forms and reports

CONDITIONAL MACROS AND MACRO GROUPS

- * Create conditional macros
- * Creating Macro groups

CREATING A MENU SYSTEM

- * Create a menu system using switchboards
- * Setting start up options
- * Create a shortcut to the data base
- * Create a shortcut to an object within the database

SETTING ACCESS AND DATABASE OPTIONS

- * Describe the options available for Access and Access databases
- * Set Access and Access database options