

## 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