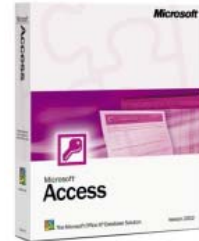


## Microsoft Office Access Beyond the Basics Course Outline



### Course aims:

This course is designed to help you to learn how to customise forms, reports and Data Access Pages in design view. You will be able to summarise data using queries and learn how to import and export data in different formats for different purposes, like mail merge, analysis, or reporting.

### Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Office Access; alternatively you may have attended the basics course.

### Who should attend:

Those who have attended the basics course or those who can confidently build a database as per the basics course outline.

**Duration:** 1 day

<b>Creating &amp; enhancing data entry forms</b>	Queries & forms, placing fields, adding controls, unattached labels, sizing & moving text, tab order, adding memo controls, adding objects, locking forms, calculated fields, formatting buttons, adding lines & rectangles, adding effects
<b>Form headers/footers</b>	Creating & using form headers and footers
<b>Option buttons</b>	Adding an option button, yes/no fields, toggle buttons
<b>List &amp; combo boxes</b>	Creating a single column list, creating a multiple column list, using combo boxes
<b>More advanced query types</b>	Calculated queries, parameter queries, action queries, append queries, delete queries, unmatched record queries, update queries, make table queries
<b>Mailmerge</b>	Mail merge to word document, mail merge to labels
<b>Reports</b>	Creating reports using the wizards, creating a manual report, setting up the page header & details, print preview & printing
<b>Backing-up &amp; repairing</b>	What to backup, repairing a database
<b>Follow-on course</b>	Microsoft Office Access for the Expert User