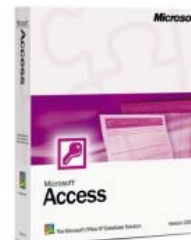




Microsoft Office Access for the Expert User Course Outline



Course aims:

Those with a sound working knowledge of Access, who wish to progress to the most complicated functions and features, will find this course most suitable.

Pre-Requisites:

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

Who should attend:

Anyone wishing to use the program more effectively and wanting to discover further capabilities of Access.

Duration: 2 days

Creating queries that relate to open forms	<p>Using Functions in Forms</p> <p><i>Date and Formatting Functions</i></p> <p><i>Text Processing Functions</i></p> <p><i>Conditional Functions</i></p> <p>Outer Join Query Types and Exception Reporting</p> <p><i>SQL Query statements and ANSI SQL</i></p> <p><i>Select Queries</i></p> <p><i>Distinct and Distinct Row variations</i></p> <p><i>Union Queries</i></p> <p><i>Data Processing Queries</i></p>
Creating relationships & enforcing referential integrity	<p>Understanding the need for relationships and referential integrity</p>
Creating & customising reports & groups	<p>Graphics and Graphs in Reports</p> <p><i>Sub Reports</i></p> <p><i>Running Reports From Open Forms</i></p> <p><i>Extending Form Usage</i></p> <p><i>Custom Data Entry Forms</i></p> <p><i>Sub Forms & Graphs in Forms</i></p> <p><i>Using UnBound Forms & Controls</i></p> <p><i>Using Aggregate Dfunctions() in Forms & Reports</i></p> <p><i>Using Advanced Functions in Forms Reports & Queries</i></p> <p><i>Using Controls & Control Properties</i></p>
Setting access default properties	<p>Learn how to get Access to work for you</p>
Introduction to macros	<p><i>Using and Building macros</i></p> <p><i>Adding Buttons to Forms</i></p> <p><i>Introduction to the Macro window</i></p>



	<i>Building Basic Macros</i> <i>Chaining Macros and Conditional Macros</i> <i>File Processing Macros</i> <i>Macros that perform menu Actions</i> <i>Opening and Closing Forms</i> <i>Modifying Fields with macros</i> <i>Macros to Filter data</i> <i>Macros to transfer data</i> <i>Activating Dialogue Boxes</i> <i>Running & Printing Reports from macros</i> <i>Conditional Actions in Macros</i> <i>Running External Applications</i> <i>Using The SENDKEYS to Transfer Data Instructions</i> <i>Transfer & Attach database options</i> <i>Mail-Merge & Excel & Word</i> <i>Custom Menu Design</i> <i>Customising the Toolbar & ACCESS 2.0</i> <i>Removing the Toolbars from Use</i> <i>AUTOEXEC Macros</i> <i>Using Switchboard Forms for Dialogue</i> <i>Using Dialogue Boxes for simple interrogation</i> <i>Creating User Dialogue Boxes with UnBound Forms & Controls</i> <i>Form & Control Events</i>
Building command bars & menus	<i>Learning how to build command bars and menus</i>
Security in access	<i>Database vs. User Level Security</i> <i>Enabling Access Security</i> <i>Using the Security Wizard</i> <i>Creating Administrator Accounts</i> <i>New Users & Groups</i> <i>Changes to Database Ownership</i>
ODBC etc	<i>ODBC Links*</i> <i>Direct & Parse through Queries*</i>
	<i>*Depends upon availability of server/network links</i>
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