

## Microsoft Access Advanced Course Outline

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<b>Duration:</b>	1 Day
<b>Benefit:</b>	This course is designed to provide attendees with an understanding of the data analysis and reporting functionality with Access. It will benefit individuals who wish to create queries, build forms reports and macros.
<b>Objectives:</b>	On completion of this course, attendees will be able to create select, multi table, calculative and action queries. Attendees will also learn how to present this data by designing professional reports and forms and create macros.
<b>Pre-requisites:</b>	Attendees need to have attended the Access Foundation course or have equivalent knowledge.
<b>Version:</b>	Training is available on all versions of Access.

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### Review of Essential Skills

#### Relationships and Specialist Queries

- Relational database design
- Creating many to many relationships
- Creating a query from related tables
- Inner and outer joins
- Parameter queries
- Summary queries
- Calculated queries

#### Action Queries

- Make table queries
- Delete queries
- Append queries
- Update queries
- Cross tab queries

### Form and Report Design

- Features of forms & reports
- Working with sections
- Moving, resizing and deleting controls
- Working with controls
- Working with properties
- Using unbound and bound controls
- Creating subforms & subreports
- Using command buttons

### Introduction to Macros

- Introducing Macros
- Creating Macros for command buttons
- Creating Macros for forms
- Creating a switchboard
- Switchboard display options
- Using hyperlinks