

Advanced Microsoft Access

Course Outline



Product Versions: 2003, 2007, 2010

Course Duration - 1 day

Pre Requisite: An ability to use Access to design a database and an understanding of forms, tables, queries and reports.

Objectives: Upon completion of the course the delegate will be able to utilise the advanced tools and concepts within Access.

COURSE CONTENT

Pivoting Data

- Creating a PivotTable / PivotChart
- Modifying a PivotTable / PivotChart
- Using PivotTables and PivotChart

Exploring Access SQL

- How to identify different clauses in an SQL statement
- Writing SQL statements
- Attach an SQL statement to database objects

Creating Advanced Forms

- Designing a form based on joined tables
- Automating data entry
- Grouped control
- How to improve the user interface
- Designing subforms
- Using subforms
- Exporting your form
- Using Outlook and SharePoint with Access

Creating Advanced Macros

- Secure data by database replication
- Table relationships
- Switchboards
- Referential integrity
- More dialogue boxes

Integrating with the Internet

- Work with hyperlink fields

Macros

- Create and run Macros
- Attach Macros to events of database objects

Security Fundamentals

- Protect databases



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