



Intermediate Microsoft Access

Two-Day Course

Windows

Course Overview:

In this course, you will be introduced to some of the more advanced features of Access including designing effective forms with a variety of controls such as command buttons, option groups tabs and subforms. Learn to create multi-table forms. Various types of queries will be used to create calculated fields (and use conditional IFF statements), summarize in queries and to append tables, create tables and prompt with parameters. Students will also learn to control report design and use autoformats in reports. Time permitting, macros (in macro objects) will be created to automate tasks within an Access database.

Course Content:

Advanced Form Design

- Design forms with combo boxes, list boxes, option groups and other types of controls
- Add command buttons to forms to automate navigation (i.e. next record, previous record)
- Place an image (logo) on a form
- Customize form backgrounds using custom colours or graphics
- Place a calculation on a form
- Create form autoformats to automate the creation of forms with similar designs
- Create tab controls on forms to organize data
- Design multi-table forms
- Create subforms to display relational data
- Start a database from a specific form

Advanced Queries

- Create calculated fields in queries
- Using conditional IIF statements in calculated fields
- Summarize data using summary queries and aggregate functions
- Create Parameters in queries to prompt the user to enter data
- Create crosstab queries to display crosstabular data
- Use action queries to delete, update, append and create new tables



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Advanced Report Design

- Understand properties for reports, sections and controls
- Control the grouping and sorting in reports
- Query data "on the fly" within a report
- Number records in reports
- Control the pagination in reports
- Add a sub-report to a report
- Create calculated controls on reports
- Create a letter as a report
- Design report autoformats to automate report design

Designing a Main Menu (Switchboard)

- Create a main menu or switchboard for a database
- Add and remove buttons from a switchboard form
- Create multiple switchboards or menu forms
- Change the appearance of a switchboard form
- Create the switchboard form as the startup form
- Add buttons to other forms to display the switchboard form

Creating Macros (Time Permitting)

- Create simple macros (in macro objects) to automate repetitive tasks
- Understand macro actions and arguments
- Run macros
- Attach macros to buttons
- Edit macros