



Microsoft Access

Microsoft Access - Advanced is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications.

Target Student: Anyone interested in more effectively managing data through the use of relational databases.

Prerequisites: Completion of Access 2007 Level 1, or equivalent knowledge.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, students will be able to create and design a new database. Students will also be able to find and retrieve data by using filters, enhance the appearance of forms, and create customized reports.

What's Next:

Microsoft Excel – Introduction Learn how to transform paper-based data systems into and electronic formats that are easy to search and use.

Microsoft Excel - Advanced Learn to organize data, streamline data entry, work with functions and formulas, and make the workbook available in a variety of formats.

Crystal Reports Level 1 – In this course, students will build basic list and group reports that work with almost any database. Students will learn to create a report by using data from an existing database, use a report to present specific data in the desired order, create groups to summarize report data, and much more.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Design Application.
- Use Advanced Tools and Controls.
- Create Dialog Boxes.
- Work with records.
- Use Macros.
- Control Data Entry.
- Use Dialog Boxes to Filter.
- Create Custom Switchboards.
- Enhance Applications.
- Use Database Utilities.
- Tailor Applications for Multiple Users.





Microsoft Access Advanced 1 Day

Designing Applications

- Application Development
- Sandbox Mode
- Jet 4.0 Service Pack 8
- Encryption, Keys, Certificates and Signatures
- How Access Security Features Affect Developers
- Changing Security Settings and Enabling and Disabling Sandbox Mode
- Examining the Application Development Process
- Designing the Application Interface
- Deciding How to Automate Your Application

Using Advanced Tools and Controls

- Using the Performance Analyzer
- Advanced Controls
- Using a Combo Box to Find Records
- Using the Combo Box Wizard
- Calculating Values from Subform Controls

Creating Dialog Boxes

- Setting Dialog Box Form Properties
- Adding Dialog Box Controls
- Creating Option Groups
- Creating Command Buttons
- Specifying Default and Cancel Buttons
- Enhancing Dialog Boxes

Using Macros

- Creating Macros
- Attaching Macros to Events in Forms
- Using the Macro Builder
- Creating Conditional Macros
- Creating Macro Groups

Controlling Data Entry

- Controlling Data Entry Using Property Settings and Macros
- Restricting User Access to Fields
- Setting the Locked and Enabled Properties
- Setting the Tab Stop Property
- Setting Form Properties
- Setting Form Open Modes
- Closing Forms Automatically
- Specifying Default Values for Fields
- Conditionally Setting the Visible Property

Using Dialog Boxes to Filter

- Records in Reports
- Filtering Data in Reports
- Creating Dialog Boxes for Reports
- Modifying Underlying Queries
- Modifying Report Properties
- Evaluating Dialog Box Functionality
- Creating Message Boxes

Creating Custom Switchboards

- Switchboards
- Creating Switchboard Forms
- Creating Macros for Switchboard Controls
- Assigning Macros to Switchboard Controls

Enhancing Applications

- Enhancing Applications to Improve Usability
- Creating Keyboard Shortcut Macros
- Creating Control Tips and Status Bar Messages
- Setting Startup Properties
- Creating Modules
- Adjusting Objects

Using Database Utilities

- Database Utilities
- Using the Database Splitter
- Using the Linked Table Manager
- The Importance of Compacting and Repairing

Tailoring Applications for Multiple Users

- Applications for Multiple Users
- Setting Record Locking
- Opening Databases in Exclusive Mode
- Setting Database Passwords
- User-Level Security
- Replication and Synchronization
- Replicating Databases
- Synchronizing Databases
- Adding Pictures and Lines
- Aligning Controls with One Another
- Changing a Control's Formatting Properties