
Microsoft Access Advanced

Course objectives

This extremely practical 1-day course allows the delegate to appreciate the full potential of Microsoft Access. They will be encouraged to discuss their individual requirements, relevant to their working environment.

Target Audience

Anyone wishing to investigate the more powerful and advanced features of Microsoft Access.

Assumed Knowledge

Delegates should be familiar with the basic features of Microsoft Access, and should have some experience of the topics covered in our Introductory and Intermediate courses, either from attending these courses or by knowledge gained from their own experience.

Course Agenda

Macros

- Single and Multiple Action Macros
- Grouping Macros
- Attach Macros to Controls
- Create Macros from Controls
- Auto-Exec Macro
- Update Fields Macro
- Update Dates Macro
- Print Invoices Macro
- Start Value Counter Macro
- Open a Form Macro
- Adjust Value Macro
- Key Press Controls

Formatting Forms

- Adding Backgrounds
- Insert Pictures and Charts
- Page Headers and Footers
- Conditional Formatting
- Insert Date and Time
- Start-up Control

Tools and Operations

- Maximise and Restore Reports
- Number Report Pages

E-Mail

- Send To
- Change Message Priority

Web Page

- Create a Web Page
- Expand/Collapse Control
- Scrolling Text
- Hyperlinks and Hotspots
- Insert Movies and Images
- Themes
- Preview a Web Page

Database Utilities

- Compact a Database
- Repair a Database
- Linked Tables
- Backup and Restore a Database
- Database Splitter
- Switchboard Manager
- Add and Remove Passwords

Database Analysis

- Table Analyzer
- Performance Analyzer
- Documenter

Control Panel

- Main Control Panel
- Sub Control Panels
- Apply Macros
- Option Groups