

Microsoft Access Advanced

Prerequisite

Access Introduction and *Access Intermediate*

Course Description

This course builds on the topics covered in *Access Introduction* and *Access Intermediate*. Students will learn how to setup a main-form that contains a linked sub-form. They will also learn how to modify the look and style of the form in design view and change the tab order for data entry. The course will explore how to create Action queries. Students will learn how to create an Update, Append, Delete, and Make-Table query. This course also teaches the student how to create basic macros, macro buttons, and macros with "where" conditions.

Objectives

Forms

- Create a Main/Subform Using the Form Wizard
- Create a Subform on a Main Form (Using the Dragging Method)
- Change the Size of the Subform
- Change the Tab Order
- Use an Ampersand (&) on a Form (or a Report)

Reports

- Regroup Data in "Grouped Data" Report
- Keep a Group Together
- Page Breaks Inbetween Groups in Reports
- Create Mailing Labels

Action Queries

- Create an Update Query
- Create an Append Query
- Create a Delete Query
- Create a Make-Table Query

Create Basic Macros

- Explore the Macro Commands
- Create Macros to Open a Form, Table, or Report
- Create Buttons for Macros
- Create an Autoexec Macro
- Create a Macro With a Where Condition

Class Length

3.5 hours
Instructor-led, hands-on course