

PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

ADVANCED MICROSOFT ACCESS

Course Specification



Macros

Security

MDE Files

Charts

Cross Tabs

Permissions

Combo Box's

Automation

Objects

"I want to be able to program Microsoft Access, Set Security and Permission and create customised dialogue boxes and objects". For the advanced user, the ability to program each element of Microsoft Access is essential. Understanding the Principles of Objects, Properties and Methods will guide you in creating truly stunning functional database systems. Once you have your Database created, restricting access to Tables, Queries, Forms and Reports, will allow you to set access to the parts of your database that you require.

Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of customised Databases, and you will have ample opportunity to discuss your database needs.

- Multilevel Report Groups and Calculating within Reports
- Running Macros from within Forms
- Creating Security Systems
- Integrating custom dialogue boxes with Data Lookups
- Advanced Queries
- Cross-tabulated forms and charts

Course Benefits

Aimed at the Access user who is familiar with the basics, the course concentrates on clever Forms and Reports in Microsoft Access. The second day concentrates on Macros to automate common database tasks and Security issues.

To teach users advanced Form and Report Design. Advanced Querying is also covered on the first day whereas the second day discusses automating the database using Macros and securing it using the built in Security System.

Course Details

Duration 1 or 2 Days

Cost £175.00 + VAT per day

Location Alcrest Academy

Follow Up 1 – 1 Training

Advanced Microsoft Access

Course Content

- Database Design and Table Relationships
- Importing and Exporting data in Access
- OLE object and Hyperlink Data types
- Multi Table Queries and Join Types
- Cross tabulated Queries
- Parameter and Sub Queries
- Main/Sub Forms including Sub Form Queries and Totalling
- Charting Forms and Linked Charts
- Multilevel Report Grouping and calculated Report Fields
- Creating and Running Macros
- Macro Actions and Events
- Macro Groups and Conditions
- Validation and Filtering Macros
- Running Macros from Events, Buttons and Automation
- Dialogue Boxes and Menus with Macros
- Database Start Up settings
- Securing the Database with Passwords
- Understanding MDE Files
- User Level Security
- Security Wizard
- Permissions
- Users and Groups



Once you have completed this course, you will be able to:

- Create Fantastic Database products
- Fully Automate your Systems
- Verify Data when entered
- Fully Interrogate Multiple Queries and Tables of Data
- Automatically Export and Import Data into Microsoft Access from other data sources such as Excel, Dbase and ODBC
- Understand how to create an application program



To Book your Course, Please Telephone Andrew on 01472 321703 or 07872384744

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