

COURSE DESCRIPTION

ADVANCED

MICROSOFT ACCESS

Course Description

This course teaches students to understand and use the advanced features of table design, queries, macros, and advanced reports in Microsoft Access. It is designed for advanced users.

Course Objectives

After completing this course, you should be able to:

- Principles of table design
- Principles of table relationships
 - Analyzing table relationships
 - Referential Integrity
- Advanced query techniques
 - Joining tables and working with join properties
 - Editing limitations in dynasets
 - Crosstab queries
- An introduction to functions, macro actions, and events
 - An overview of function's
 - An overview of macro actions
 - An overview of events
- Advanced form techniques
- Using macros in forms
 - Using a macro to provide user interaction
 - Automating tasks with macros
- Advanced report techniques
 - Enhancing report design
 - Using macros in reports

Skills to be Learned

Working and understanding advanced table design
Introduction to functions, macro and events
Using advanced forms and macros in forms
Working with advanced report techniques