

Microsoft Access Advanced

SSA402: 1 Day; Instructor-led

Aims

This intensive course is designed to give existing Access users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when processing data with Access. This entirely 'hands on' course will give participants experience in producing database applications and the ability to create a variety of data views, queries and reports.

Prerequisites

Participants on this course should have a good working knowledge of the basic features of Access, gained from day-to-day usage or from prior attendance on an "Introduction / Intermediate Access" course.

Course Outline

Please click below for a detailed outline for each Access version

[Access 2000 Advanced](#)

[Access XP Advanced](#)

[Access 2003 Advanced](#)

[Access 2007 Advanced](#)

Course Outline: Access Advanced 2000

Tables

- Create – PRODUCTS1
- Create - TBLOBJECTNAMES
- Default Value
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Cell Effects
- Column Width
- Row Height
- Freeze Columns
- Move Columns
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Repair Database
- Make MDE Files
- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Partially Enclosed
- Default Data Types

- Delimited Text

Queries

- Create – qryquerynames
- Create – qryreportnames
- Self Joins (Recursive Joins) Employees Table
- Join Types 1, 2, 3, Find Unmatched Queries
- SQL Union Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries
- Make Table Queries
- Append Queries
- Update Queries
- Sort Sequence Order By Queries
- IF Statements
- Nested IIF Statements
- Date Calculations
- Nested Calculations
- Like Parameters Like [] & ""*
- Date Parameters Between [] And []
- Yes/No Parameter Queries
- Delete Queries/Delete Errors
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

- Create – frmreports Dialog Box
- Create – frmqueries Dialog Box
- Create – Northwind Switchboard
- Tabulated Forms
- Tab Orders
- Option Groups
- List Boxes
- Toggle Buttons
- Command Buttons & Shortcut Keys

- Height & Width
- Multiple Selection
- Attaching Macros
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Form Properties

- Autocenter
- Record Selectors
- Border Style
- Caption
- Scroll Bars
- Navigation Buttons
- Modal
- Dividing Lines
- Control Box
- Min/Max Buttons
- Close Button
- What's This Button
- Picture
- Picture Type
- Picture Size Mode
- Menu Bar
- Toolbar
- Shortcut Menu
- On Load
- On Click
- On Double Click

Macros

- Create - Customers Phone List Macro
- Create – Exit Macros
- Create - Autoexec Macro with Msg Box
- Macro Names & Conditions
- Close
- Copy Object
- Gotocontrol & find record
- MsgBox
- Openform
- Opentable
- Openquery
- Openreport
- OutputTo
- Quit

- Rename
- RunApp
- RunCommand
- Sendkeys
- SendObject
- ShowAllRecords
- ShowToolbar
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Display Report Parameters
- Record Sources
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions
- Page Breaks

Visual Basic

- Creating VB Procedures
- Naming VB Procedures
- Compiling VB Procedures
- Attaching VB Procedures
- Control Names
- Set Focus to a Control Name
- (SendKeys) Activating Items in Control Names
- On Load Procedures
- On Click & On DBL Click Procedures
- Fun Code Message Financial Analysis Code

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars

Course Outline: Access Advanced XP

Tables

- Create – PRODUCTS1
- Create - TBLOBJECTNAMES
- Default Value
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Repair Database
- Make MDE Files
- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Partially Enclosed
- Default Data Types
- Delimited Text

Queries

- Create – qryquerynames
- Create – qryreportnames
- Self Joins (Recursive Joins) Employees Table

- Join Types 1, 2, 3, Find Unmatched Queries
- SQL Union Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries
- Make Table Queries
- Append Queries
- Update Queries
- Sort Sequence Order By Queries
- IF Statements
- Nested IIF Statements
- Date Calculations
- Nested Calculations
- Like Parameters Like [] &"**"
- Date Parameters Between [] And []
- Yes/No Parameter Queries
- Delete Queries/Delete Errors
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

- Create – frmreports Dialog Box
- Create – frmqueries Dialog Box
- Create – Northwind Switchboard
- Tabulated Forms
- Tab Orders
- Option Groups
- List Boxes
- Toggle Buttons
- Command Buttons & Shortcut Keys
- Height & Width
- Multiple Selection
- Attaching Macros
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Form Properties

- Autocenter
- Record Selectors
- Border Style
- Caption
- Scroll Bars
- Navigation Buttons
- Modal
- Dividing Lines
- Control Box
- Min/Max Buttons
- Close Button
- What's This Button
- Picture
- Picture Type
- Picture Size Mode
- Menu Bar
- Toolbar
- Shortcut Menu
- On Load
- On Click
- On Double Click

Macros

- Create - Customers Phone List Macro
- Create – Exit Macros
- Create - Autoexec Macro with Msg Box
- Macro Names & Conditions
- Close
- Copy Object
- Gotocontrol & find record
- MsgBox
- Openform/Openable/Openquery/Openreport/OutputTo/Quit/Rename/RunAp
- RunCommand/Sendkeys/SendObject
- ShowAllRecords/ShowToolbar
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Display Report Parameters
- Record Sources
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions
- Page Breaks

Visual Basic

- Creating VB Procedures
- Naming VB Procedures
- Compiling VB Procedures
- Attaching VB Procedures
- Control Names
- Set Focus to a Control Name
- (SendKeys) Activating Items in Control Names
- On Load Procedures
- On Click & On DBL Click Procedures
- Fun Code Message Financial Analysis Code

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars

Course Outline: Access Advanced 2003

Tables

- Create – PRODUCTS1
- Create - TBLOBJECNAMES
- Default Value
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Repair Database
- Make MDE Files
- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Partially Enclosed
- Default Data Types
- Delimited Text

Queries

- Create – qryquerynames
- Create – qryreportnames
- Self Joins (Recursive Joins) Employees Table

- Join Types 1, 2, 3, Find Unmatched Queries
- SQL Union Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries
- Make Table Queries
- Append Queries
- Update Queries
- Sort Sequence Order By Queries
- IF Statements
- Nested IIF Statements
- Date Calculations
- Nested Calculations
- Like Parameters Like [] & ""
- Date Parameters Between [] And []
- Yes/No Parameter Queries
- Delete Queries/Delete Errors
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

- Create – frmreports Dialog Box
- Create – frmqueries Dialog Box
- Create – Northwind Switchboard
- Tabulated Forms
- Tab Orders
- Option Groups
- List Boxes
- Toggle Buttons
- Command Buttons & Shortcut Keys
- Height & Width
- Multiple Selection
- Attaching Macros
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Form Properties

- Autocenter
- Record Selectors
- Border Style
- Caption
- Scroll Bars
- Navigation Buttons
- Modal
- Dividing Lines
- Control Box
- Min/Max Buttons
- Close Button
- What's This Button
- Picture
- Picture Type
- Picture Size Mode
- Menu Bar
- Toolbar
- Shortcut Menu
- On Load
- On Click
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Macros

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- RunCommand/Sendkeys/SendObject
- ShowAllRecords/ShowToolbar
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Display Report Parameters
- Record Sources
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions
- Page Breaks

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars

Course Outline: Access Advanced 2007

Tables

- Create – PRODUCTS1
- Create - TBLOBJECNAMES
- Default Value
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
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- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Repair Database
- Make MDE Files
- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Partially Enclosed
- Default Data Types
- Delimited Text

Queries

- Create – qryquerynames
- Create – qryreportnames
- Self Joins (Recursive Joins)
Employees Table

- Join Types 1, 2, 3, Find Unmatched Queries
- SQL Union Queries
- Sum, Average, Max, Min
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- Querying a Query
- Crosstable Queries
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- Delete Queries/Delete Errors
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

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Form Properties

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