

Microsoft Access Advanced

2002 / 2003 / 2007



Duration: 2 Days

Who Should Attend / Target Audience

This course has been developed for the Access "Power User" who requires advanced skills in manipulating and presenting data in Access.

Prerequisites

Participants will need to have attended or have a good working knowledge of the topics covered in the Access Introduction and Intermediate level courses.

Learning Outcomes

- Identify the basic principles of multi-table database design.
- Design and implement a multi-table database design, integrating queries, reports and forms.
- Create user friendly front end access using forms, buttons and macros.
- Design and create input forms to facilitate accurate data entry.
- Use Macros and SQL to facilitate the transfer to data to automate processes within your database.

Course Content

Version: 18/12/09

Planning the Database

What info do you need?
Summary of Customer Actions
Report Types
Plan Summary

The Tables

Refining the Table Fields
Relationships

Field Properties

An Input Mask

Importing Data

Lookup Fields

Creating the Lookup Field
Row Source

Lookup Lists

The Relationship Window

Design and Normalisation

Compact and Repair
Performance Analyser

Forms Design

Creating a Form
Design View
Field Properties
Changing Captions
Moving Fields
Vertical Spacing
Nudging and Shrinking
Changing a Form Caption
Finishing Touches

Controls

Creating a Control
The Query Builder
Dragging a Linked Field onto a Form

Tab Order

Changing a Tab Order

Forms, Buttons and VBA

Accessing the Form Footer
Fill/Back Colour
Adding a Close Button
The Command Button Wizard
Viewing the VBA code

Creating a Module

Creating a New Module
Attaching the Function to a Button
Adding another Button
A New Function
Attaching the New Function

Form Templates

Setting Form Properties
Creating a Form Template
Testing the Template
Creating Forms from a Template

Calculations in Queries

Creating the Query
Selecting Multiple Fields
Calculated Fields
Typing the Formula
Mathematical Functions
SeniorRate, NewBrokerage, StampDuty,
TotalPrice Functions

Using SQL

Viewing SQL
Creating a Combo Box
Creating a Search Field in SQL

Modifying Program Code in Forms

A Form_Load Procedure
The Search_AfterUpdate Procedure

Creating a Form from a Query

Formatting the Form

Modifying a Form with VBA

VBA Code
Testing and Modifying the Form

Front Ends and Menus

Creating the Buttons
Vertical Spacing
Creating Button Procedures
Modifying the Procedure
Switching Buttons

Form Graphics

Inserting a Picture
Image Properties and Sizing the Image

AutoExec Macros

Creating and Running a Macro
Editing a Macro

Creating a Reports Form

The List Box Wizard
The Form Buttons
Removing a Column
Enhancing the Main Menu
Creating the Procedure

Next Level Course: Access VBA

Availability: In House Closed Group Public

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