

MICROSOFT ACCESS ADVANCED

Upgrade and advance your skills in manipulating and presenting data to create a front-end interface for your database.



Prerequisites

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

Expected outcomes

- Create advanced queries, forms and reports.
- Manipulate simple SQL and VBA code.
- Create user friendly front end access using forms, buttons and drop-down lists.
- Use Macros and VBA to automate processes within your database.

Database actions

- compact and repair
- split a database
- tabbed window interface

Queries and SQL

- attach a query to a form
- SQL union query
- write queries in form controls
- create a search field in SQL
- find duplicate records with SQL
- create a form from a query
- query system tables

Macros

- macro security
- create a macro
- write submacro libraries
- add error handling
- attach macros to buttons

VBA modules

- VBA vs macros
- creating a module
- writing a procedure
- attaching code to a button
- writing a VBA function
- convert a macro to a module

VBA and form events

- attach VBA to validate data, hide and show controls and control how a form loads
- cascading combo boxes

Creating a menu system

- create a menu
- setting form properties
- add buttons
- button placement
- set code builder as the default
- add logos to the background

Database startup procedures

- customise the application
- hide navigation pane
- choose a form to load on open
- display a minimal ribbon
- open a restricted database
- Access special keys
- hidden objects
- customise the navigation pane
- what happened to database security?

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for the Access 'power user' who requires advanced skills in manipulating and presenting data.