

## Microsoft Access Advanced

If you want to learn more about complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance, then this course is for you!

### Course duration

The duration of the course is 12 hours divided over two days.

### Audience and prerequisites

This course is for every individual who is working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks and performing general database maintenance. Participants who want to attend this course need to have the knowledges of the Access Basic subjects.

### Summary

#### *Advanced tables*

- Link tables
- Change table properties
- Create selection lists
- Use a lookup query
- Multiple columns in a list box
- Working with database tools
- Share data with Excel

#### *Advanced queries*

- Queries across multiple tables
- Use extensive filters
- Join explore properties
- AutoJoin
- Action queries
- Parameter queries
- Create a query for totals
- Change query properties

#### *Customize forms*

- Insert independent illustrations
- Add record-dependent illustrations
- Use display controls
- Create group subjects
- Use existing functions
- Change form properties
- Create a sub form

#### *Format reports*

- Create a report template
- Adjust control properties
- Grouping
- Customize report properties
- Create a sub report
- Export a report to Word

- Add a graph

#### *Web capabilities*

- Create a Data Access page
- Customize a Data Access page
- Sort and group pages
- Apply themes
- Using the Page Wizard
- Hyperlinks in Access pages

#### *Use macros*

- Run a macro
- Make a macro
- The AutoKeys macro group
- The Run Command action
- Conditional action rules
- Set Value action

#### *Control capabilities*

- Set boot options
- Run macros from macros
- Synchronize forms
- Create a macro button
- Macros for an event
- Create a switchboard
- Set a password

#### *Access modules*

- Explore the Visual Basic window
- Use the Immediate window
- Edit Visual Basic code
- Write user functions
- Conditional command lines
- Use a self-written function

