

Microsoft Access Advanced Course Outline



Duration:	1 Day
Benefit:	This course is designed to provide attendees with an understanding of the data analysis and reporting functionality with Access. It will benefit individuals who wish to create queries, build forms reports and macros.
Objectives:	On completion of this course, attendees will be able to create select, multi table, calculative and action queries. Attendees will also learn how to present this data by designing professional reports and forms and create macros.
Pre-requisites:	Attendees need to have attended the Access Foundation course or have equivalent knowledge.

● Review of Essential Skills

● Relationships and Specialist Queries

Relational database design

Creating many to many relationships

Creating a query from related tables

Inner and outer joins

Parameter queries

Summary queries

Calculated queries

● Action Queries

Make table queries

Delete queries

Append queries

Update queries

Cross tab queries



Form and Report Design

Features of forms & reports

Working with sections

Moving, resizing and deleting controls

Working with controls

Working with properties

Using unbound and bound controls

Creating subforms & subreports

Using command buttons

● Introduction to Macros

Introducing Macros

Creating Macros for command buttons

Creating Macros for forms

Creating a switchboard

Switchboard display options

Using hyperlinks