



Microsoft Access Advanced

Format: One Day: Max Capacity 6

This course is designed to give existing Access users additional skills on using the many features and functions of the software.

Review of Access Database Principles

Performance & Database Design

- Designing a relational database
- Normalisation of data
- Primary and Secondary keys

Queries

- Calculating in queries
- Summary queries

Forms

- Advanced form features
- Forms and subforms
- Calculated fields
- Command buttons
- Bound and unbound controls

Reports

- Grouping data in reports
- Creating calculations

Macros

- Creating macros
- Adding macros to command buttons
- Event driven macros
- Attaching macros to a form or report event

Custom Ribbon Forms

- Creating custom menus
- Changing database menu settings

Creating a Menu Form

- Menu form properties
- Setting Start-up Defaults