Microsoft Access 2013 Advanced

Duration: **1 Day**

This course is intended for users who have a good working knowledge of Access or who have attended the Introductory or Intermediate course. By the end of the course the delegate will feel confident to design and build relational databases that incorporate macro automation, manipulate data with advanced queries and produce advanced form and report design.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Recap

- Creating forms
- Creating queries
- Creating reports

More on Forms

- Tabs in forms
- Option groups
- Using drop down boxes

Command Buttons

- Adding command buttons to forms

Control Systems

- Switchboard manager
- Designing control forms

Switchboards

- Designing a navigation form using the Switchboard function
- Designing switchboards manually
- Creating customised menus

Macros

- User interface
- Embedded and data macros
- Conditional macros
- Macro groups
- Submacros
- Assigning macros to form controls
- Assigning macros to buttons and keyboard shortcuts

Security

- Creating a database password
- Splitting databases

Database Tools

- Database Documenter
- Analyze Performance
- Analyze Table

Prolog UK Ltd
314 Midsummer Boulevard
Milton Keynes
MK9 2UB

tel: 0845 901 1818
web: prologtraining.co.uk
email: enquiries@prologtraining.co.uk