Microsoft Access 365 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 simple forms, queries and reports

More on Forms

- Form controls
- Calculations in forms
- Form properties
- Conditional formatting
- Combo boxes (drop down lists)
- Option groups
- Tab options
- Command buttons

Macros

- User interface standalone macros
- User interface embedded macros
- Managing errors
- Data macros
- Conditional macros
- Macro groups
- Submacros
- Assigning macros to form controls
- Assigning macros to buttons and keyboard shortcuts

Switchboards

- Designing a navigation form using the switchboard manager
- Creating your own control system
- Start up procedures

Security

- Database password
- Back-up copies
- Locked down files
- Database splitting

Database Tools

- Database documenter
- Analyze performance
- Analyze table