

# ACCESS ADVANCED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Normalisation & Relationships

- ▶ Understanding Normalisation
- ▶ Relationship Join Types

## Advanced Query Features

- ▶ Changing the Join Type in a Query
- ▶ Find Unmatched Queries
- ▶ Find Duplicates Query
- ▶ Crosstab Queries

## Advanced Report Features

- ▶ Multiple Table Reporting
- ▶ Sorting & Grouping Report Data
- ▶ Performing Calculations on Reports
- ▶ Creating Custom Report Pages

## Advanced Form Features

- ▶ Bound & Unbound Controls
- ▶ Creating a Calculated Control
- ▶ Toggle Buttons, Options & Check Boxes
- ▶ Option Groups
- ▶ List Boxes and Combo Boxes
- ▶ Page Tabs

## Creating & Modifying Charts

- ▶ Forms & Reports using the Chart Wizard
- ▶ Creating a Global Chart
- ▶ Creating a Record Bound Chart
- ▶ Formatting Charts
- ▶ Using PivotChart View

## Macros & Database Automation

- ▶ Creating a Macro
- ▶ Running a Macro
- ▶ Macro Examples
- ▶ AutoExec Macros
- ▶ Designing & Creating Navigation Forms
- ▶ Designing Application Menus
- ▶ Startup Options & Defaults

## Multi User Databases

- ▶ Storing Databases on a Network
- ▶ Shared Databases
- ▶ Setting Database Passwords

## Database Management Tools

- ▶ Backing Up a Database
- ▶ Compacting & Repairing A Database
- ▶ Front End & Back End Databases
- ▶ Database Documenter

**Course Duration: 2 Days**

**Price Per Delegate: £495**  
(Public Scheduled Course)

**Price Per Course: £1,395**  
(On-Site at Customer Premises)

### Suitable For:

Those who need to develop databases which have complex structures or require an easy to use interface for a team or organisation to use.

### Learning Outcomes:

By the end of the course the delegates will be able to develop databases which include automated features such as macros and command buttons and utilise complex queries, forms and reports using grouping tools and including calculations.

### Prerequisite Skills:

Delegates attending this course must be able to confidently design and develop multiple table Access databases. They will require a good understanding of relationships and the four core elements of Microsoft Access, i.e. tables, queries, forms and reports.