MICROSOFT ACCESS
ADVANCED

DURATION: 1 DAY

COURSE DESCRIPTION

This hands-on advanced course is suitable for Access 2013, 2016, 2019 and 365 users. Live face-to-face instructor-led training. No minimum class size - all classes guaranteed to run. You will learn about advanced queries, forms and reporting, creating Macros, importing and exporting data from Access, and important data-base management tasks such as compressing and restoring a database, data encryption and more. Students should have completed our Access Fundamentals class or have the equivalent knowledge prior to attending.

DETAILED COURSE OUTLINE

ADVANCED QUERIES

- Grouping and summarizing
- About grouping
- Building totals queries
- Totals query design
- Where totals
- Expression totals
- Common aggregate functions
- Updating, deleting, and relationships
- Referential integrity
- Cascading practices
- About cascading deletes
- Allowing deletes in key fields
- Allowing updates in key fields
- Indexing for performance
- About indexes
- How an index works
- Index planning
- Creating indexes in tables
- Setting index properties
- Maximizing performance
- Specialized query types
- Pass-Through Queries
- Data Definition Query

ADVANCED FORMS

- About subforms
- Creating the main form and subform using the Form Wizard
- Creating a subform using the SubForm Wizard
- Using an existing form as a subform
- Nested subforms
- Linking forms
- Main form–subform data relationships
- The hyperlink control
- Adding a hyperlink to a form
- The Web Browser control
- The attachment control
- Managing attachments in a form
- The chart control
- Specialized form types
- About navigation forms
- Creating a navigation form
- Modal dialog forms
- Creating a database start-up form

ADVANCED REPORTS

- About subreports
- Subreport record sources
- Main and subreport with the same record source
- Main and subreport with related record sources
- Using an unbound main report as a container
- Advanced grouping
- Date ranges
- Running sums
- Advanced formatting
- Banded reports
- Formatting and design options
- Showing Username name
- Using a logo
- Showing and hiding for printing

MACROS

- Creating a macro
- Planning macros
- Using the Macro Builder
- Using Macro Builder features
- Embedded macros
- Assigning macros to events
- Data macros
- Using variables
- Variable scope
- Choosing variable sources
- When to use variables
- Creating macros with variables
- Troubleshooting macros
- Error handling basics
- Stepping through macros
- Displaying variable values
- Using the OnError action
- Using the MacroError Object
- Designing robust macros
- Logging Debug info

IMPORTING AND EXPORTING DATA

- Data exchange basics
- Choosing which parts of Access to use
- Other database applications
- OCDB databases
- Saving import and export procedures
- Import options
- Export basics
- Exchanging data with other Access databases
- Linking to Access tables
- Importing data in Access
- Exporting Access objects
- Exchanging data with Excel
- Importing from Excel
- Linking to Excel data
- Appending Excel data
- Exporting data to Excel
- Using Text and XML data files
- Exporting to text files
- Exporting to XML
- Importing from text files
- Importing from XML files

DATABASE MANAGEMENT

- Preparing and running Compact & Repair
- Running Compact & Repair automatically
- Restoring a database
- Other maintenance tasks
- Encrypting a database
- Creating an executable file
- Documenting the database structure

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.