



Microsoft® Access

Course Outline

Advanced Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

This course is designed to show delegates tools and techniques at the higher end of Access's capabilities. It should provide them with new skills and an in-depth awareness of the functions and features that Access has to offer, maximising it to its full potential.

Who should attend?

1. Users who have previously attended an intermediate level course
2. Competent self-taught users who would like to improve their existing skills
3. Advanced users who need updating on Access's advanced functions and features

Prerequisites

Delegates attending this course should have good previous experience creating or managing an Access database. Experience using related tables is also an advantage.

Course duration (2 options)

- 1 day - **Advanced** level only (Typically 9.30am to 4/4.30pm – can be flexible if required)
- 2 day - A course combining topics from both the **intermediate** and **advanced** levels

A selection of topics covered

A typical course at this level would include the following topics in the lesson plan. If you require any specific topics not listed, we will be happy to tailor make a course to suit you.

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| ● Good practice for database design | ● Relationships in tables, queries & forms |
| ● Exporting & importing data to Access | ● Using Sub-forms within a form |
| ● Advanced table features & formats | ● Using form combo boxes and lists |
| ● Creating advanced queries | ● Linking forms – Database front end |
| ● BODMAS Calculations in queries | ● Advanced reporting - Chart reports |
| ● Creating cross tab queries | ● Database security and permissions |
| ● Using Access for mail merge & labels | ● Creating & using database macros |

Benefits to the individual and organisation

- ✓ Use Access at a high level to store, manipulate, calculate and report data
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again