

Access 07 Advanced

Access 07 Advanced course details

Duration: 2 Days

you will learn to

- Create Action Queries
- Use Advanced Queries
- Customise Forms
- Perform calculations within Forms
- Create reports
- Use Macros to automate repetitive tasks

the next step

Eager to learn more? We recommend:

- Access VBA

course dates

Visit www.TP3.com.au for our latest course schedule or call us on 1300 658 388.

This course is a must for those who need to fine-tune queries and reports to extract very specific information from your databases. You will learn how to insert calculations in forms, create charts and write macros and VBA code to perform routine tasks and procedures.

The learning process

Before the course

We recommend this course as the next step on from our Access Introduction program, or for those with equivalent knowledge.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

During the course

This course will enable you to create a database to manage and analyse your business data. You will be able to present data in sophisticated forms, reports and automate database processes to increase end-user productivity.

After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"The training on formulas, reports and macros will be particularly useful when I put them into practice back in the office."

"The detailed comments that related course material to the actual application were very good. The trainer was patient and helpful and gave us one-on-one coaching which was very good for our individual needs."

Access 07 Advanced course content

Review of Database Concepts

- The Database Objects
- Database Concepts
- Database Elements/Objects
- Database Design

Table Relationships

- Analyse and Establish Table Relationships
- Creating Table Relationships in the Relationships window
- Referential Integrity
- Enforce Referential Integrity and Set Cascade Update Related Fields.
- Delete an Existing Relationship

Parameters and Expressions

- Parameter Queries
- Wildcards in Parameter Queries
- Parameter Queries with Multiple Criteria
- Expressions in Queries
- The Expression Builder
- The Format Function
- DateDiff Function
- If Function
- Totals and Grouping in Queries

Queries by Form and Crosstab

Queries

- Queries by Form
- Crosstab Queries
- Customising the Crosstab Query Design

Action Queries

- Action Queries
- Make-Table Action Query
- Delete Action Query
- Append Action Query
- Update Action Query

Customising Reports

- Creating a Report using the Report Wizard
- Report and Control Properties
- The Field List
- Sorting Reports
- Grouping Reports
- Group On, Group Interval and Keep Together Group Properties
- Functions in Reports

Customising Forms

- Create a Main/Subform using the Form Wizard
- Form Controls and Properties
- Command Button Controls
- Tab Control
- Form Properties
- Tab Order

Expressions in Forms

- Calculations in Expressions
- Expressions Referring to Controls or Control Properties
- Expressions Referring to the Column Property of a List Box or Combo Box
- Expressions Combining Text and Field Values

Macros

- Creating Macros
- Macro Groups
- Creating Macros in a Macro Group
- Running Macros
- Conditional Macros
- Validating Data Macros

Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

Prepare: Pre-work

Reflecting on and aligning learning outcomes.

Learn: During the course

Focusing on relevance to on-the-job outcomes.

Apply: Post-work

Action plans and post-work encourage follow up.

Measure: ROI

Calculate and report on some aspect of return on investment.

CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

For more information on this course, or to view the latest course schedule, visit our website www.TP3.com.au or call us on 1300 658 388.