



4D Group

Access Advanced

Who would benefit?

This course is for those who have a good working knowledge of Access and who wish to explore the full potential of this software. (Macros and Access VBA are not covered on this course.)

Objective

To give participants the ability to make effective use of the advanced features of Access and the use of macros in a highly practical course.

Content

- Discuss individual's needs.
- Revision.
- Speedy queries and fast updates.
- Complex forms:
 - main and sub-form techniques.
- Advanced reporting techniques.
- Macro design, groups and conditions.
- Set up menu systems.
- Dialogue boxes, menus and buttons.
- Forms.
- Attach macros to controls.
- Write basic modules with error traps.
- Use Access with other applications.
- Multi-user implications and locking options.
- Understand compression and bottlenecks to enhance performance of Access.
- Customisation, administration and security.

Duration

One or two days

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Access Intermediate