



Presentation Software Training

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Microsoft Access: Advanced

Overview & objectives

This two-day course is designed to help a delegate to obtain the skills required to work with Charts & Pivot Tables, Create Macros and Customize Microsoft Access. A delegate will also learn to work with Advanced Queries, Forms and Reports.

Course Prerequisite

Microsoft Access: Introduction to Intermediate

Who should attend?

Any delegate wanting to obtain skills to design relational database structures using Microsoft Access and master the design and customization tools available for queries, forms and reports.

Course Outline

This course consists of 11 modules	
Module One	Creating Charts & Pivot Tables: Creating a Freestanding Chart; Customizing a Chart; Building a better Chart; Freezing the Data in Your Chart; Understanding Pivot Table Procedures; Creating a Pivot Table – Wizard; Editing a Pivot Table
Module Two	Networking & Security: Allowing Users to Share Data; Preventing Exclusive Access; Editing Data on a Network; Multi-User Settings; Securing your Database; The User-Level Security Wizard; Password Security
Module Three	Macros: How to Create a Macro; Determining when a Macro Plays; Summary of Macro Actions; Creating Macro Groups; Editing a Macro; Dealing with Macro Errors; Creating a Macro to Run at Startup
Module Four	Creating Custom Switchboards: Changing a Wizard-Created Switchboard; Creating a Switchboard from Scratch; Filling out the Switchboard; Making a Switchboard appear at Startup
Module Five	Customize Access: Creating Custom Dialog Boxes; Creating Custom Toolbars; Creating Custom Menus
Module Six	Creating Complex Filters: Choosing Fields to Filter; Specifying Selection Criteria; Saving a Filter as a Query
Module Seven	Advanced Queries: Creating AutoLookup Queries; Using Calculated Fields; Creating Crosstab Queries; Creating Action Queries; Update Query; Append Query; Make Table Query
Module Eight	Advanced Forms & Reports: Creating a Form/Report from scratch; Designer Skills; Sections/Headers/Footers; Adding Your Own Controls; Text Boxes; Option Buttons; Check Boxes; List Boxes; Command Buttons; Hyperlinks; Calculated Fields; Putting a Preprinted Form on Screen
Module Nine	Personalizing Access: Personalizing Work Environment (Changing Option Settings); Personalize a Database (Changing Startup Options)
Module Ten	Speeding up your Database: Speeding up General Performance; Speeding up Tables; Speeding up Queries; Speeding up Forms & Reports
Module Eleven	Administering Your Database: Backing Up a Database; Compacting a Database; Repairing a Damaged Database; Documenting Your Database; Replicating Your Database

Additional Information

Duration	2 days
Cost	R1 830,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards. Accreditation Number - ACC/2007/02/603.