



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Access (Advanced)

Overview

This two-day course is designed for participants who have completed the MS Access (Introduction to Intermediate) course or already have a strong working knowledge of relational databases. Delegates will learn advanced database design techniques, automation tools, and multi-user database management, enabling them to create customised, secure, and efficient database solutions.

Objectives

By the end of this course, participants will be able to:

- Understand and apply advanced database relationships, including inner and outer joins
- Build advanced queries such as make table, append, update, and complex parameter queries
- Design and customise advanced forms with interactive controls and calculated fields
- Create advanced reports with grouping, subtotals, and professional formatting
- Customise the Access work environment, including navigation bars, ribbons, and switchboards
- Create and manage macros to automate database processes
- Split a database into a front-end and back-end for multi-user access
- Apply database security settings, including password protection
- Maintain database performance through compacting, repairing, and documenting

Course Prerequisite

MS Access (Introduction to Intermediate)

Language of Delivery

English

Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

Who should attend?

This course is ideal for individuals who manage, customise, or distribute complex database systems, including:

- Database Administrators
- Data Analysts
- IT Support Technicians
- Project Coordinators
- Operations and Logistics Managers
- HR Data Managers
- Advanced Administrative Staff

Course Outline

This course consists of the following 9 modules

Module 1	Advanced Database Relationships • Understanding inner and outer joins • Applying referential integrity rules
Module 2	Advanced Queries • Creating AutoLookup queries and calculated fields • Make table, append, update, and complex parameter queries
Module 3	Advanced Forms • Adding headers, footers, and sections • Custom controls such as text boxes, option buttons, list boxes, and command buttons • Adding calculated fields in forms
Module 4	Advanced Reports • Adding headers, footers, groups, and subtotals • Formatting and editing subtotals and grand totals
Module 5	Customising the Access Environment • Creating custom dialog boxes • Customising navigation bars and ribbons
Module 6	Switchboards and Navigation • Using the Switchboard Wizard • Creating and customising multi-level switchboards • Creating an ACCDE front-end

Module 7	Macros and Automation • Understanding macro actions and triggers • Editing macros and handling errors • Creating startup macros
Module 8	Multi-User Access and Security • Splitting a database into a back-end and front-end • Changing start-up options • Password-protecting a database
Module 9	Database Maintenance • Compacting and repairing databases • Documenting database structures

Additional Information

Duration	2 Days	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire