



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Access (Advanced)

Overview

This two-day course is designed for delegates who have attended the Access Introduction & Intermediate Course or have a comprehensive knowledge of Databases.

Objectives

- Using Advanced Form Design
- Networking & Security Settings
- Creating & Modifying Macros
- Creating Advanced Queries
- Using Advanced Report Design
- Personalising the Access Work Environment
- Splitting the Database
- Creating a Front End

Course Prerequisite

MS Access (Introduction to Intermediate)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

Any person who needs to expand their knowledge of Relational Databases, create advanced queries, split & share data across applications and create customised forms, reports and macros.

Course Outline

This course consists of the following 9 modules

Module 1	Overview of Database Relationships/Understanding Outer & Inner Relationships/Understanding Data Integrity.
Module 2	Creating AutoLookup Queries/Using Calculated Fields/Creating Make Table Queries/Creating Append Queries/Creating Update Queries/Create Complex Parameter Queries.
Module 3	Creating Advanced Forms/Adding Sections/Adding Headers & Footers/Adding Custom Controls/Using Text Boxes, Option Buttons, Check Boxes, List Boxes, Command Buttons/Adding calculated Fields.
Module 4	Creating Advanced Reports/Adding Header & Footer Information/Creating Groups and Subtotals/Adding additional Subtotals/Formatting & Editing Subtotals & Grand Totals.
Module 5	Creating Custom Dialog Boxes/Customizing the Navigation Bar/Customizing the Ribbon
Module 6	Creating a Customized Switchboard/Using the Switchboard Wizard to Create a Switchboard/Adding Buttons to Switchboards/Creating Multiple Switchboard with Links/Setting the Switchboard to appear at Startup/Customizing the Switchboard/Creating an ACCDE Frontend.
Module 7	Creating Macros/Understanding Macro Actions/Determining when the Macro should play/Editing Macros/Dealing with Macro Errors/Creating a Startup Macro.
Module 8	Sharing Data with Multiple Users/Splitting the database to create a Backend & a Frontend. Changing the Database Start-up Options/Database Password Protection.
Module 9	Compacting & Repairing a Database/Compacting a Database/Repairing a Damaged Database/Documenting your Database.

Additional Information

Duration	2 Days	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire