

Microsoft Access 2010 - Specialised


**2 day
Course**

Course Objectives

This course teaches the advanced features of Access to create functional, powerful and highly customised systems. After this course you will be able to create a secure multi-user database system with a fully customised interface. You will learn how to create queries, which do more than just extract data as well as learn how to present complex data in a compact and simple manner. This course is ideal for those wanting to take their existing databases to the next level.

Pre-requisite

Delegates are required to be competent in all Proficiency level skills before attending the Expert level training course.

Course Content

Day 1

Module 1	Advanced Forms - Organise information with tab pages. Add a calendar to a form. Control properties. Create a pop-up dialog form. Add a subform. Add a calculated field to a form. Set the tab order.
Module 2	Advanced Reports - Calculated fields. Parameters. Advanced properties. Grouping. Filters.
Module 3	Queries - Create crosstab queries. Create action queries to append and delete records. Use the expression builder. Create a union query using SQL view. Use find duplicate wizard. Use unmatched wizard.
Module 4	Sharing Data - Merge data with Word. Export data to Excel. Create PDF documents. Export data to other databases. Create a report snapshot. Importing Outlook contacts.

Day 2

Module 5	Macros - Create simple command buttons using macros. Create an embedded macro. Use the macro designer. Use conditions in macros. Validate data using an event driven macro. Add a where condition to filter a report. Use macros to run queries.
Module 6	Automating - The switchboard manager. Create an autoexec macro.
Module 7	Security - Overview of security. Securing a database with a password. Documenting database security. Steps to securing a database using user-level security. Distributing the secured application.
Module 8	VBA - Introduction to an Object Oriented Language. The Visual Basic Editor. Creating and modifying event procedures. Converting macros to Visual Basic. Adding user-defined functions to a module.