

Access Advanced

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Intermediate course or gained similar knowledge in the workplace.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Macros

creating macros • the macro design window • saving and running a macro • creating a macro group • referring to control names • using conditions • debugging macros • autoexec & autokeys macros

Using Macros in Forms

form events • macros that respond to events • setting values • going to controls, pages, records • filtering records • finding a record • displaying messages • synchronising forms

Using Macros in Reports

report events • highlighting data and sections • totals in page headers & footers

Custom Toolbars and Menus

creating custom toolbars • the customise dialog box • changing a buttons appearance • showing and hiding toolbars • allowing use of built in toolbars • creating custom menus

Using SQL in Access

using SQL to populate controls • creating union queries • creating subqueries

Securing Your Database

securing an application • activating the logon password • creating a workgroup • adding users • creating and managing groups • assigning permissions • changing passwords • creating a shortcut to open a secured database

Access Advanced Dates 2008: Access Advanced training is arranged on request