

## Microsoft Access 365 Advanced 2 Day Course

### Overview

This Microsoft Access Advanced course takes you to the next stage of database development covering areas such as customisation and efficient management of relational databases. This is done through the use of advanced form design, table properties and relationships, report design querying techniques.

### Audience

Those needing to expand their Access skills in order to do more complex tasks.

### Course Objectives

At the end of this course, delegates will be able to use advanced techniques in forms, queries, tables, expressions, and customisation to enhance and control databases.



### Prerequisites

Delegates should have attended the Access Introduction course (or be familiar with it's content).

### Course Contents (2 days)

- Advanced Form Design
  - Form control properties
  - Design View
  - Align/Resize and Evenly space controls
  - Bound and Unbound Objects
  - Combo & List Boxes
  - Checkboxes & toggle buttons
  - Calculated Text boxes
  - Option Group and Command Button controls
  - Automatic/Customised Tab Orders
  - Calculation & Concatenation in fields
  - Header/Footer
  - Adding data Validation
  - Link a Query to a form
- Advanced Table Properties
  - Review basic field properties
  - Property Sheet sorting
  - Create a custom format
  - Custom date formats
  - Input mask property
  - Validation rules
  - Validation text property
  - Table properties
  - Modify lookup field properties
- Table Relationships
  - The relationships window
  - Set table relationships manually
  - Relationship rules
  - Referential integrity
  - Cascade updates and deletes
- Working with SubForms/SubReports
  - Create/Delete/Modify from Control Wizard
  - Views: Datasheet, Continuous forms
  - SubForm properties and calculations
  - Header/Footer
- Advanced Select Queries
  - Find null values
  - To exclude null values
  - NOT queries
  - Parameter queries and Data Types
  - Query multiple tables
  - Table joins
  - Find orphan (unmatched) records
- Advanced Query
  - Duplicates/Unmatched Query Wizards
  - Use expression builder
  - Convert nulls to zeros
  - Concatenation
  - StrConv function

- Date functions, DateAdd(), DateDiff()
  - IF function
  - Aggregate queries
  - Format query field properties
  - Format the query headings
  - Top values query
  - Crosstab Queries
    - Create/Modify a crosstab query using the wizard
    - Create a crosstab query manually
    - Multiple conditions in a query
    - Query to generate summary data
  - Export/Import Data
    - Import a CSV file
    - Export data to Excel
    - Drag n' Drop data into Excel
    - Print to PDF
  - Advanced Report Design
    - Design View
    - Setting Report properties
- Add calculations
  - Using Expressions
  - Grouping Reports
  - Reports from multiple tables
  - Adding a sub-report
  - Parameter reports
  - Group Header
  - Cover sheets
  - Date or Time & Page Breaks
  - Margins
  - Label Wizard
  - Create your own Custom Ribbons
    - Add/Edit a ribbon
    - Assign Actions to Ribbon icons
    - Link a Menu
    - Add/Delete Menu Commands
    - Add a Separator Bar
    - Duplicate a Menu
    - Create a Shortcut Menu

### **Course Materials**

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.