



Course Outline

Access - Advanced

Versions 2007/2010/2013/2016



P.O. Box 225
East Petersburg, PA 17520

Phone: 717-560-3552
E-Mail: Registrar@PCEasy.com

Program Objectives: This course will show the student how to develop an application and tie objects together using a Switchboard, Queries, Reports, Formatting Controls, Macros, and logical functions.

- ◆ Creating a Custom Switchboard
- ◆ Creating the Main Menu Form
- ◆ Linking Buttons to Other Objects
- ◆ Making Menu Show When Starting
- ◆ Maximizing a Form When it is Opened
- ◆ Displaying a Start Up Message
- ◆ Importing Data From Excel
- ◆ Linking Data Into Access
- ◆ Differences Between Imported and Linked Tables
- ◆ Making Backup Copies of Tables
- ◆ Types of Queries
 - Crosstab Queries
 - Action Queries
 - Parameter Query With Wildcards
- ◆ Capturing Historical Data
- ◆ Creating an Archive Table
- ◆ Running a Query With a Macro
- ◆ Assigning the Macro to the Field
- ◆ Query Wizards
 - Find Duplicate Query
 - Find Unmatched Query
- ◆ Report Containing Multiple Queries
- ◆ Using Access Data in Word
- ◆ Macros
 - With Conditions
 - Creating a Sales Tax Macro
 - Notes on Conditional Macros
 - Assigning the Conditional Macro
- ◆ Referencing Parameters in Reports
- ◆ Formatting Controls
 - To Fit Property
 - To Remove Printing Lines
 - Size Property
 - Align Property
- ◆ Sorting and Grouping in a Report
- ◆ Creating a New Page for Each Section
- ◆ Changing Control Types
- ◆ Assigning a Row Source to a Control
- ◆ Eliminating Duplicates in a List
- ◆ Updating the SQL Statement
- ◆ Propagating Controls – Auto Expand
- ◆ Can Grow and Can Shrink Properties
- ◆ Logical Function in Access – IIF
- ◆ Changing the Starting Value of AutoNumber
- ◆ Networking Issues
- ◆ Security Issues

Course Prerequisite

Must have Access – Intermediate Part II or equivalent experience