

## Microsoft Access - Level 4

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### Course Prerequisites

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Users should be fluent in developing tables and queries, be familiar with modifying the design of forms and reports. Have a sound understanding of relationships and referential integrity.

Users must be familiar with sub-forms and sub-reports. Be familiar with creating combo boxes and command buttons.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Advanced Relationships

- Review of relationship types
- Join types
- Cartesian product
- Time dependant data

#### Advanced Field Properties

- Custom formatting
- Input mask
- Table properties

#### Action Queries

- Make table queries
- Append queries
- Delete queries
- Update queries
- Running action queries
- Archiving data & Batching report data

#### Introduction to SQL

- What is SQL?
- Where SQL resides in a query
- Uses for SQL statements
- SQL specific queries

#### Introduction to Macros

- The macro design window
- Creating & Running a macro
- Editing a macro
- Auto exec macros

#### Advanced Form Design Techniques

- Accelerator keys for controls
- Dialog boxes
- Default command buttons
- Advanced combo boxes
- Linking forms