

Microsoft Access - Level 5

Course Prerequisites

Users should have developed a DB Application with comprehensive use of tables, queries, forms and reports to deliver a user interface.

Course Duration:

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

Inclusions:

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

What to Bring:

- 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:

Expression Builder

- Using expression builder
- Applied functions

Query by Form

- Setting up query by form
- Creating the criteria path
- Requery macros

Advanced Macros

- Macro names
- Auto keys
- Conditional macros
- Useful event properties
- Understanding macro errors

Database Administration

- Compact & Repair
- Name Auto Correct
- System Documenter & Performance Analyser

Multi-user environment

- DB as Shared or exclusive
- Default open mode
- Record locking
- Database splitter
- Linked table manager