

Access 2000 Advanced

1 day course

Prerequisites

Access 2000 Introduction and Access 2000 Intermediate, or equivalent knowledge.

Benefits

Students will learn how to analyse data by creating complex queries, make forms and reports more efficient, speed repetitive tasks by creating macros, and become familiar with Internet-related Access tools.

Target student

Students attending this course should be able to work with Access at an intermediate level, and understand Access terminology.

What's next

Access 2000 VBA Programming, the next course in this series, teaches students how to develop custom applications by using Access.

Course Content:

Parameter and action queries

- Creating parameter queries
- Creating action queries

Query joins and crosstab query techniques

- Joining tables and working with join properties
- Crosstab queries
- Editing limitations in query datasheets

Using advanced form techniques

- Organising field placement
- Using functions to control data entry
- Adding an option group to a form
- Using a form as the user interface
- Creating a form containing a subform

Creating basic macros to automate forms

- Macro basics

Using macros to provide user interaction and automate tasks

- Using macros to provide user interaction
- Using macros to automate data entry
- AutoKeys and AutoExec macros

Advanced report techniques

- Customising the appearance and functionality of a report
- Mailing and other types of labels

Introduction to the Internet

- Using hyperlinks
 - Access tools for working on the Internet
-