

MS Access 97 Advanced

A Two Day Training Course

Course Aims

This one-day intensive course is designed to give existing users an insight into some of the more advanced features in Access. This entirely 'hands on' course will give participants a further understanding of database design principles, advanced forms, reports and query design, including using calculations.

Course Outline

Designing parameter and action queries

Creating parameter queries
Creating action queries

Outer join and crosstab query techniques

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

Form design enhancements

Building a form based on joined tables; using functions in forms
Using option groups and additional form design enhancements

Using command buttons and macros with forms

Creating macros and command buttons
Using macros to control form properties

Using macros to provide user interaction and automate tasks

Using macros to provide user interaction
Using macros to automate tasks

Advanced report techniques

Hiding duplicate data, grouping data, and using functions in reports

Introduction to the Internet

Using hyperlinks

Target Audience

Existing users of Microsoft Access for windows who want to customise forms, queries and reports.

Assumed Knowledge

A basic knowledge of Microsoft Access gained through use of the product or by attending an "MS Access 2000 Intermediate" course.

