

# Microsoft Access 2016 Advanced Course 1 Day

## OVERVIEW

This course is designed for delegates who are already aware of the basic of features of Microsoft Access, but wish to expand their knowledge to incorporate automate processes and design user forms for others. This course will show delegates how to successfully design macros and apply to controls on forms and command buttons and also design workable menu forms.

## WHO SHOULD ATTEND

This course is designed for students who are interested in learning more about the advanced features of Microsoft Office Access databases.

## PREREQUISITE COMMENTS

Delegates must be familiar with the basic understanding of Access, the Windows Environment and be proficient with a computer, keyboard and mouse. It is also advisable that delegates have attended the Microsoft Office Access Introduction and Intermediate Course.

**The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.**

RECAP ON BASICS	MACROS
<ul style="list-style-type: none"> <li>• Creating a Basic Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a Basic Macro</li> </ul>
<ul style="list-style-type: none"> <li>• Creating a Basic Query</li> </ul>	<ul style="list-style-type: none"> <li>• Running a Macro</li> </ul>
<ul style="list-style-type: none"> <li>• Creating a Basic Report</li> </ul>	<ul style="list-style-type: none"> <li>• Using Conditional Macros</li> </ul>
	<ul style="list-style-type: none"> <li>• Using Macro Groups</li> </ul>
<b>ADVANCED FORM FEATURES</b>	<ul style="list-style-type: none"> <li>• Assigning Macros to Forms</li> </ul>
<ul style="list-style-type: none"> <li>• Creating and using Tabs</li> </ul>	<ul style="list-style-type: none"> <li>• Assigning Macros to Buttons</li> </ul>
<ul style="list-style-type: none"> <li>• Creating and using Option Groups</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Creating Toggle Buttons</li> </ul>	<b>SWITCHBOARDS</b>
<ul style="list-style-type: none"> <li>• Creating and using Drop Down Boxes</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a Manual Switchboard</li> </ul>
<ul style="list-style-type: none"> <li>• Creating and using Sub Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Creating and designing Control Forms</li> </ul>
<ul style="list-style-type: none"> <li>• Creating Command Buttons</li> </ul>	
<ul style="list-style-type: none"> <li>• Editing and Modifying all the above</li> </ul>	
<b>DATA UTILITIES</b>	<b>SECURITY</b>
<ul style="list-style-type: none"> <li>• Switchboard Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up a Database Password</li> </ul>
<ul style="list-style-type: none"> <li>• Using Front End Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Locking down files</li> </ul>
<ul style="list-style-type: none"> <li>• Using Start Up options</li> </ul>	

## DEBY JAMES ASSOCIATES