@ASK Training
Attitude | Skills | Knowledge

PREREQUISITES

- You must have attended basic Access course or have been using Access for the past three years continuously, with working knowledge on tables & fields design, setting relationships & extract records with query.
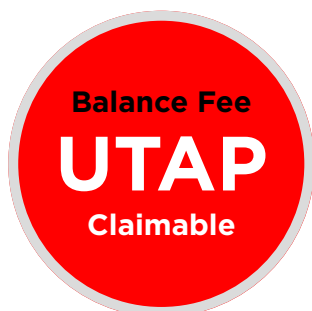
DURATION

📅 **2 Days**

🕐 **9 AM - 5 PM**

COURSE DATES

https://asktraining.com.sg/microsoft-office-courses/microsoft-access-advanced/#course-schedule

Course Code: **ASKMAA**

Balance Fee

UTAP

Claimable

Full Course Fee:
S$545
(inclusive of 9% GST)

Microsoft Access – Advanced

Course Description

You may have already been taught how to use the basic database, create simple forms and query some reports. It is time to upgrade your skills.

The training includes more in-depth knowledge on database management, advanced form design, packaging a database, encrypting a database or database security, preparing a database for multi-user and many more features. It allows you to become a database designer for a project to design forms and query complex reports instead of being a normal user.

It is a valuable set of skills and knowledge to be a professional who can create and designed a database for your organisation. Attending this 2 days Advanced training course that will provide you more opportunity in the job market or value-add yourself in current job scope.

Course Objectives

✓ Create control properties to validate and promote quality data entry into a database.

✓ Organize a database for efficiency and performance, and to maintain data integrity by enforcing Table Referential Integrity

✓ Create advanced queries such as multiple table query, work with Expression & Expression tables, summarizing group of records and use of IIF functions

✓ Use advanced formatting and controls to improve form presentation. Learn to use subforms.

✓ Use advanced formatting and calculated fields to improve reports.

Course Outline

Creating Relational Databases
- Understanding Table Relationships
- Creating Relationships Between Tables
- Enforcing Referential Integrity
- Printing and Deleting Relationships
- Understanding Relationship Types

Working with Reports
- Creating a Report
- Working in Layout View
- Working in Design View
- Grouping and Sorting
- Summarize Data using Totals
- Understanding Report Sections

Working with Queries
- Understanding Different Types of Queries
- Creating a Multiple Table Query
- Creating a Calculated Field
- Working with Expressions and the Expression Builder
- Using an IIf Function
- Summarizing Groups of Records
- Display Top or Bottom Values
- Parameter Queries
- Finding Duplicate Records
- Finding Unmatched Records
- Crosstab Queries
- Delete Queries
- Append Queries
- Make-Table Queries
- Update Queries

Working with Macros
- Creating and Running a Macro
- Editing a Macro
- Working with Macro Groups
- Assigning a Macro to an Event
- Creating Conditional Expressions
- Macro Action Reference

Working with Forms
- Creating and Using a Form
- Modifying a Form in Layout View
- Form Design View Basics
- Changing Tab Order
- Working with Control Properties
- Control Property Reference
- Working with Form Properties
- Form Property Reference
- Changing a Control's Data Source
- Creating a Calculated Control
- Changing a Control's Default Value
- Creating a Subform
- Modifying and Working with Subforms

Additional Topics
- Importing Information
- Exporting Information
- Linking Information from an External Source
- Displaying Database Object Dependencies
- Setting a Password in Access
- Compacting and Repairing a Database