



Refine-IT

Course Outline MS Access 2003 – Advanced Level

Overview and Goals - to be able utilize features of Access that facilitate the building of user friendly databases. For example, combo boxes, calendar controls, pivot tables, charts etc.

Course Objectives - To enable the delegate to provide the user with arrange of tools that provide improved data analysis and ease of use

Who Should Attend - Delegates should have attended the intermediate course

Duration - 1 day

Advanced queries

- Queries which refer to controls on forms (hidden and unhidden)
- Queries using advanced functions:
Data conversion, date and time, string manipulation, logical, domain
Aggregate functions

Advanced forms

- Creating forms which contain charts
- Using the Pivot Table Wizard
- Creating forms to get user input
- Referring to control values on a form
- Referring to controls on parent and sub-forms
- Setting event properties for controls
- Finding data from drop-downs, option buttons and other controls
- Creating dialogue boxes from forms

Advanced Reports

- Creating reports which contain charts
- Filtering Report data through a macro

Advanced macros

Using conditional macros review
Macros which refer to controls on forms
Macros which find data specified on forms
Collecting macros into groups
Naming macros
Referring to a macro in a group
Using the expression builder
Controlling the properties of objects through macros
Auto-executing macros
An introduction o Visual Basic for Applications (VBA)
Converting macros to VBA

Customising the application

Creating and controlling the display of toolbars and menu bars
Setting Startup options
Analysing and documenting the database

An appreciation of database security

Many more courses are available including MS Word, PowerPoint, Internet, Excel, Project, Outlook, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

www.refine-it.co.uk