



Refine-IT

Course Outline MS Access 2003 – Intermediate Level

Overview and Goals - to be able to use the full range of Access queries, design sub-forms and sub-reports and develop conditional macros.

Course Objectives - to understand action queries (append, update, delete), multi table reports and forms and to implement decision making macros..

Who Should Attend - Delegates should have attended the Introduction course or have a corresponding level of working knowledge .

Duration- 1 day

Further queries:

- Using Totals queries for summarising data
- Using Crosstab queries for cross-tabulating and summarising data
- Using Action queries
- Make Table queries
- Update queries
- Append queries
- Delete queries

Macros

- Creating and running a macro
- Assigning macros to a keyboard shortcut or a form control
- Making Decisions in Macros
- Data Validation via Macros

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

Further forms design

- Main/sub forms
- Linking main forms to sub forms
- More advanced controls
- List boxes and combo boxes to lookup data in other tables/queries
- Option groups
- Calendar controls
- Tab controls

Further report design

- Main/sub reports
- Linking main reports to sub reports
- Working with calculated controls and summary groups
- Referring to control values in a report
- Using conditional statements in a report

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

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