



Central IT Training

Access 2003 Intermediate

Course Duration 2 Days 9:30am to 4:30pm

Overview

This course is designed to extend your knowledge of Access in order to develop more complex automated databases.

Minimum Requirements

Delegates should have a good basic knowledge of Access to Introduction level.

Course Contents

Queries

- Multiple and Alternative Criteria
- Summary Queries
- Update Queries
- Append Queries
- Make-Table Queries
- Parameter Queries
- Crosstab Queries

Forms

- Controlling Data Input
- Changing Tab Order
- Adding Page Breaks
- Using a Switchboard
- Calculated Fields in Forms
- Using the Expression Builder
- Look Up Fields
- Check and List Boxes
- Control Wizards
- List Box Control
- Combo-Box Controls
- Option Group Controls

Reports

- Formatting a Report
- Modifying the Report Layout
- Calculating Totals
- Producing a Sub-Report
- Headers and Footers
- Page Numbering
- Inserting Graphics
- Report Borders

Macros

- Creating a Macro
- Running a Macro
- Event Procedures
- Using Conditions in Macros
- Attaching Macros to Buttons
- Attaching Macros to Events