



Advanced Microsoft Access 2007

About the Course

Designed for

Aimed at those people who wish to learn the advanced features of Microsoft Access 2007. This course provides candidates with practical experience of the topics listed in the course outline. On completion, candidates should have an excellent knowledge of the advanced features.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

Those attending should have an above average understanding of Microsoft Access 2007 to an intermediate level, be competent Windows users and be familiar with the basics of file and disk management.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

FORM CUSTOMISATION

- Linking a form to a table
- Placing controls on the form
- Aligning controls on a form
- Sizing to fit controls on a form
- Special effects
- Setting tab order
- Placing a bound control on the form
- Placing a check box on the form
- Placing a command button on the form
- Placing a group box on the form
- Placing a combo box on the form
- Placing a list box on the form

TYPES OF FORMS

- Popup forms
- Modal forms
- Split forms

LIMITING USER ACCESS

- Limiting users from adding new records
- Limiting users from deleting existing records
- Limiting users from editing a records

EXPORTING FORM TO XML

- Exporting to XML

REPORTS

- Creating a report
- Creating an AutoFormat template
- Applying an AutoFormat to a report using the Report Wizard
- Applying an AutoFormat to an existing report
- Conditional formatting
- Subreports
- Formatting reports

ACCESS SWITCHBOARDS

- What is a switchboard?
- Creating a Switchboard
- Adding a switchboard
- Deleting a switchboard
- Adding items to a Switchboard
- Editing a Switchboard
- Deleting items within a Switchboard
- Editing items within a Switchboard
- Making a Switchboard the default Switchboard
- Displaying Switchboards automatically when opening a database

CUSTOMISING ACCESS

- Access customisation options
- Current Database options
- Datasheet options
- Object Designers options
- Proofing options
- Customize options
- Add-ins options