

ACCESS COURSES



ACCESS LEVEL 3

Understand the concept of a database, its different options and (design) relationships between tables. Linking tables; use the form and report wizards to create forms/reports. Learn how to perform advanced queries and use some in-built macros. Understand database methodologies in order to create specific data models based on projects. Create advanced forms and reports using sub-forms/ sub-reports, calculated fields and events.

Level:

For advanced levels

Prerequisites:

Access Level 1 & 2 (or equivalent knowledge)

Audience:

Most suitable for people who have done the Access level 1 and 2 courses and who wish to customize forms and reports and learn to create advanced queries.

Aim:

of this course is to create custom forms and reports by learning how to work with controls and the different form/report sections. The student will also perform advanced queries and use some simple in-built macros.

Overview:

Module 1: Advanced Queries

- Indexing a table
- Using Summary Operators
- Using Action Queries
- Parameter Queries
- Crosstab Queries

Module 2: Customizing Forms and Reports

- Customizing Forms & Reports
- What are controls
- Modifying standard properties of controls
- Understanding the field list tool
- Adding various types of controls
- Adding Bound/Unbound Objects
- Adding Combo/List Boxes
- Adding Group Options
- Designing Command Buttons

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day