

Training Course Specification

Course: Access Advanced (versions 1997 to 2013)

Duration: 6 hours

Aims and Objectives of the workshop	To build on a reasonable level of database design experience that may have been gained from the Introduction and/or Intermediate course. Advanced aspects of database design will enable staff to create and manipulate data using the more complex aspects of the programme.
Who Should Attend	People who intend to design databases at an advanced level or improve existing Access databases. Also advanced conversion of databases made in other applications and spreadsheet (flat file) databases. Sharing and security is also covered
Pre-requisites:	This course assumes a reasonable level of database design principles as covered in the Intermediate course.

Course Content¹

Managing Relational Databases

- Review of relationships in a database
- Linking tables and data
- Referential integrity
- Input masks
- Data validation

Queries

- Crosstab queries
- Find Duplicate queries
- Using expressions in queries
- Calculated fields in forms, queries and reports
- Creating calculated fields.
- Using calculated fields

Customising forms and reports

- Using list and combo boxes on a form
- Using check boxes, option & toggle buttons.
- Using option groups
- Create forms with multiple pages or tabs
- Exploring form and report properties

Splitting or sharing database for multiple users Using Linked tables

Related courses: Access Introduction, Access Intermediate

¹ You can choose from the list to create your own course