

MS Access 2000 Advanced



Duration: **2 Days** Course Code: **I-D021**

This two day workshop is designed for experienced users who need to be able to create professional database solutions using Access 2000 advanced features.

Learning Outcomes

By the end of this course students will be able to Exchange data with other applications, create Advanced Queries, Create Form and Report Templates, Build Macro's to automate tasks, Create a Main Menu system, set Access and Database options.

Prerequisites

This course is designed for experienced Access 2000 users. Basic computer awareness, keyboard and mouse skills are essential.

A review of Access

- Revision of Access fundamentals and features

Table Properties

- Additional information on Setting Table Properties

Exchanging Data With Other Applications

- Importing and Linking Data
- Exporting Data
- Office Links

Using Query Wizards

- Simple Query Wizard
- Creating Crosstab Queries
- Find Duplicates Query
- Find Unmatched Query

Advanced Select Queries

- Calculations in Queries
- Parameter Criteria
- Using Built-in Functions in Queries
- Using Totals in Queries
- Types of Totals

Action Queries

- Using Datasheet View and Running Queries
- Update Queries
- Delete Queries
- Append Queries
- Make Table Queries
- Normalising a Table
- Action Queries

Advanced Forms

- Using Form Wizards
- Properties of Forms

Advanced Reports

- Sorting and Grouping a Report
- Multiple Column Reports

Creating Form and Report Templates

- Building Form Templates

Automating Actions Using Macro's

- What is a Macro?
- Using Events
- Creating Macro's

Conditional Macro's and Macro Groups

- Using Conditions in Macro's
- Creating Macro Groups

Creating a Menu System

- Creating Switchboards
- Startup Settings

Access and Database Options

- General, Edit/Find, Keyboard, Datasheet, Forms/Reports and Tables/Queries Options

