

Access 2010 – Level 2

How to choose a course:	When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need.
Course Description:	Develop a more detailed and practical understanding of Access objects and design methods and tools to create a more interactive and practical application. This course builds on the skills learned and features covered in Level 1.
Ideal Participant:	This course is ideally suited to someone who has either completed the Access 2010 Level 1 course or who is confident with building tables, queries, forms and reports to a basic level as well as having a good understanding of table relationships.
Course Duration:	2 Days

Topics

- **Database Essentials Review**
 - review table relationships and normalisation, query construction, join types, basic forms, sub form and report creation
- **Advanced Form Construction**
 - manually attaching a record source to a blank form, using an SQL statement as the record source for a form, adding a tab control to handle a large volume of fields, adding option buttons, working with calculated fields on forms, using calculated fields on sub forms
- **Action Queries**
 - about action queries, explore make table, delete, append and update action queries
- **Linking Forms, Queries and Reports**
 - design a form that provides flexible criteria for a query/report, adding buttons to drive the form, making a tabbed form into a “pop up” form
- **Advanced Report Construction**
 - manually attaching a record source to a report, working with report sections and grouping, adding calculations to a report, concatenating fields to maximise space on the report, utilise the can grow and keep together options, using page breaks, placing buttons on forms
- **Advanced Query Techniques**
 - creating sub queries, useful functions for queries (LEFT, RIGHT, MID, IIF, IN), create a union query, using the crosstab query wizard
- **Automating with Macros**
 - about macros in Access, the event driven nature of Access, how access macros are constructed, basic/common macro actions, making decisions in macros, macro groups, sub macros, embedded vs. standalone macros, the autokeys macro

- **Introduction to Access VBA**

- about access VBA, establishing/accessing modules, creating subroutines, common VBA syntax and structures, the DoCmd object, controlling/interacting with forms and reports, converting macros to VBA

- **Locking Down the Database**

- providing a fully functional database interface for the user, hiding the navigation pane, barring the use of access special keys and shortcut menus, showing minimal ribbons, utilising the autoexec macro, hiding the ribbons altogether, bypassing start up automation

- **Database Health**

- using the compact and repair utility, why/when would you split a database into a back and front end, splitting a database, managing a split database

* For course customisation options please contact SLM Images