

Advanced Access 2000

(2 days)

Background

This course is designed to provide delegates with the necessary skills for Application Development in Access.

Who should attend

Delegates need to be experienced users of the program.

What they will learn

- Making select queries more versatile by using parameters
- Refining information derived from queries by creating outer joins and using Crosstab queries
- Enhancing form design by manipulating control properties
- Automating simple tasks using macros
- Enhancing the design of reports by hiding repetitive data, grouping data and using functions in controls

Course Outline

- Designing parameter and action queries
 - *Update query, append, delete*
 - *User input and form based*
- Outer join and Crosstab query techniques
 - *Relationship window*
 - *Design time join*
 - *Lookup field in table design*
- Form design enhancements
 - *Different control types*
 - *Building a form based on joined tables*
 - *Using functions in forms*
 - *Using command buttons*
 - *Linking Subforms*
- Macros
 - *Using macros with forms*
 - *Using macros to provide user interaction and automate sequential tasks*
- Advanced report techniques
- Application development
 - *Planning an application*
 - *Considerations in relational database design*
 - *Developing an application suitable for a multi-user environment*
 - *Adding command buttons*
 - *Automating a dialog box form with a macro group*
 - *Creating a menu form structure*
 - *Working with custom toolbars and menus*
 - *Creating a splash screen form*
 - *Using Visual Basic procedures*
 - *Adding general procedures in a form module*
 - *Creating event procedures*
 - *Adding security to an application*



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