

## Course Outline – Access Advanced

**Aims:** By the end of the course, delegates will be able to design, implement and maintain a database and to enhance the functionality of databases through advanced queries and macros.

**Pre-requisites:** Must have attended the Microsoft Access Introduction course, or have a good working knowledge of the product.

**Duration:** Two Days

### Advanced Queries

Self-joins  
Inner and Outer joins  
Parameter queries  
Derived field queries  
Calculated fields  
Combining fields  
AutoLookup queries  
Advanced query wizards  
Query-by-Form queries

### Action queries

Update queries  
Make table and Append queries  
Delete queries

### Advanced Form Design

Form controls  
Combo- and list boxes  
Tab controls  
Main and subforms  
AutoLookup forms  
Non-table based forms  
Multiple table forms  
Advanced form properties

### Database Tools

Table Analyser  
Database Documentor  
Performance Analyser

### Importing and exporting data

Text files  
Spreadsheet files  
Attaching tables

### Database Security

Encrypting and decrypting  
Database file security  
Object-level security  
Compacting and repairing databases

### Macros

Command buttons  
Creating macros  
General macro functions  
Using macros  
Creating filter buttons on forms  
AutoExec macros  
Creating Switchboards  
Database start-up properties  
Custom menus and toolbars

taking **IT** further

