

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Advanced Microsoft Access
Course Length:	2 days
Prerequisite:	Intermediate Microsoft Access
Course Description:	Topics include joins, indexes, summary queries, crosstab queries, calculating controls, calculating values from subform controls, report controls, data integration, importing, exporting, linking, hyperlink fields, hyperlinks in forms, dialog boxes, automating with macros and conditional macros.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Table Relationships<ol style="list-style-type: none">1.1. Analyzing Table Relationships1.2. Creating Joins and Join Properties1.3. Using Indexes2. Summary and Crosstab Queries<ol style="list-style-type: none">2.1. Creating Summary Queries2.2. Calculating Values in Summary Queries2.3. Creating Crosstab Queries3. Using Advanced Form Techniques<ol style="list-style-type: none">3.1. Adding and Automating Combo Boxes in Forms3.2. Finding Records Using Combo Boxes4. Calculating Controls<ol style="list-style-type: none">4.1. Creating a Calculated Control4.2. Calculating Values from Subform Controls4.3. Calculating Values from Other Calculated Controls4.4. Aging Date/Time Data5. Using Advanced Report Techniques<ol style="list-style-type: none">5.1. Customizing Headers and Footers5.2. Calculating with Report Controls5.3. Working with Subreports5.4. Adding Charts to Reports6. Data Integration<ol style="list-style-type: none">6.1. Importing Data and Exporting Data6.2. Linking to Outside Data Sources6.3. Linking Data with OLE6.4. Using Office Links7. Using Hyperlinks<ol style="list-style-type: none">7.1. Creating a Hyperlink Field7.2. Inserting and Editing Hyperlinks in Forms8. Creating Dialog Boxes<ol style="list-style-type: none">8.1. Setting Dialog Box Properties8.2. Using Option Buttons and Option Groups8.3. Adding and Automating Command Buttons9. Using Macros to Automate Forms<ol style="list-style-type: none">9.1. Creating Macros9.2. Testing and Debugging Macros9.3. Assigning Macros to Controls and Events9.4. Understanding Event Properties9.5. Creating Conditional Macros