

Microsoft Access 2016 - Advanced

Duration:

One day

Objective

The Microsoft Access 2016 Advanced course is suitable for those who already have a sound working knowledge of Access and who wish to explore its more complicated features and functions.

Contents

During this course delegates will learn how to create Sub Forms and Navigation Forms, Create SQL Queries, Create a Modal Dialog Box, Split a Database, Create Macros and Use Visual Basic for Applications.

Module One: Creating sub-forms and navigation forms

Create Sub Forms

Link Sub Forms with Parent Forms

Format a Sub Form within a Main Form

Create a Navigation Form

Add Tabs to a Navigation Form

Create a Tab Hierarchy

Display the Navigation Form when the Database Opens

Module Two: Advanced query tasks

Understand SQL Statements and Keywords

Create SQL Queries

Using the Expression Builder

Module Three: Creating basic macros

Create a Standalone Macro

Use the Action Catalogue

Add Comments to Macros

Use IF-Then Actions

Handle Macro Errors

Module Four: Advanced macro tasks

Create Event Procedures

Create Data Macros

Create Sub Macros

Group Sub Macros

Module Five: Using visual basic for applications

Convert a Macro to Visual Basic

Use Visual Basic for Applications

Understand Modules

Build Visual Basic Procedures

Who should attend

Adelaide House
Hawthorn Business Park
1 Falcon Road
Belfast, BT12 6SJ

T: 028 9043 9624
F: 028 9023 0410
E: enquiries@cosensa.co.uk
w: www.cosensa.co.uk

This course is ideal for experienced existing users of Microsoft Access 2016 who want to develop their skills and learn more about customising forms, queries and reports.

Course benefits

Additional information

Certificates

Trainers background