

## Microsoft Access Advanced

<b>Creating Queries that Relate to Open Forms</b>	
<b>Using Functions in Forms</b>	<ul style="list-style-type: none"> <li>• Date and Formatting Functions</li> <li>• Text Processing Functions</li> <li>• Conditional Functions</li> </ul>
<b>Outer Join Query Types and Exception Reporting</b>	<ul style="list-style-type: none"> <li>• SQL Query statements and ANSI SQL</li> <li>• Select Queries</li> <li>• Distinct and Distinct Row variations</li> <li>• Union Queries</li> <li>• Data Processing Queries</li> </ul>
<b>Creating Relationships and Integrity Creating and Customising Reports and Groups Graphics and Graphs in Reports</b>	<ul style="list-style-type: none"> <li>• Sub Reports</li> <li>• Running Reports from Open Forms</li> </ul>
<b>Extending Form Usage</b>	<ul style="list-style-type: none"> <li>• Custom Data Entry Forms</li> <li>• Sub Forms and Graphs in Forms</li> <li>• Using UnBound forms and Controls</li> <li>• Using Aggregate Dfunctions() in Forms and reports</li> <li>• Using Advanced Functions in Forms</li> <li>• Reports and Queries</li> <li>• Using Controls and Control Properties</li> </ul>
<b>Setting Access Default Properties Introduction To Macros</b>	<ul style="list-style-type: none"> <li>• Using and Building Macros</li> <li>• Adding Buttons to Forms</li> <li>• Introduction to the Macro Windows</li> <li>• Building Basic Macros</li> <li>• Chaining Macros and Conditional Macros</li> <li>• File Processing Macros</li> <li>• Macros that perform menu Actions</li> <li>• Opening and Closing Forms</li> <li>• Modifying Fields with Macros</li> <li>• Macros to Filter Data</li> <li>• Macros to transfer data</li> <li>• Activating Dialogue Boxes</li> <li>• Running and Printing Reports from Macros</li> <li>• Conditional Actions in Macros</li> <li>• Running External Applications</li> <li>• Using The SENDKEYS to Transfer Data Instructions</li> <li>• Transfer and Attach database options</li> <li>• Mail-Merge and Excel and Word</li> <li>• Custom Menu Design</li> <li>• Customising the Toolbar and ACCESS 2.0</li> <li>• Removing the Toolbars from Use</li> <li>• AUTOEXEC Macros</li> <li>• Using Switchboard Forms for Dialogue</li> <li>• Using Dialogue Boxes for simple interrogation</li> <li>• Creating User Dialogue Boxes with UnBound Forms and Controls</li> <li>• Form and Control Events</li> </ul>
<b>Building Command Bars &amp; Menus Security in Access</b>	<ul style="list-style-type: none"> <li>• Database v User Level Security</li> <li>• Enabling Access Security</li> <li>• Using the Security Wizard</li> <li>• Creating Administrator Accounts</li> <li>• New Users and Groups</li> <li>• Changes to database Ownership</li> </ul>