

Microsoft Access Advanced Level Training

Aims of the Advanced session

The aim of this session will be to enable learners to create more sophisticated databases using Microsoft Access, making full use of the tools provided by Access to present a professional solution to the users.

This session will suit learners who can design and develop Access databases, and who need to enhance their databases with more sophisticated user interfaces, or who need to protect their database using the Access security features.

1 Advanced table design

- Implement validation rules on fields
- Implement input masks on fields
- Apply default values to a field
- Make a field mandatory
- Create complex table relationships (linking multiple fields)

2 Advanced forms

- Use form headers and footers
- Create and edit combo boxes, list boxes, option groups and check boxes
- Set the order for controls on a form
- Use tab controls to accommodate multiple sub-forms
- Use ActiveX controls on a form
- Create pop-up dialog boxes (modal forms)
- Understand the Visual Basic created by the wizards

3 Macros, toolbars and menus

- Record simple macros
- Create macros from the macro menu
- Create custom toolbars and menus
- Associate toolbars with forms

4 Importing and exporting data

- Importing data from spreadsheets
- Exporting data to spreadsheets
- Linking to external tables
- Multi-user issues and splitting the tables from the forms

5 Packaging your database for distribution to other users

- Setting the Startup properties
- Creating MDE files
- Using the Access security features
- Run-time Access and the packaging wizard