

BRIEF DESCRIPTION

This class will cover intermediate through advanced application skills, quickly enabling students to master the application and complete complex tasks.

PREREQUISITES:

Understanding of the Windows operating environment, keyboard ability, and Access Intermediate.

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES:

By the end of this class, you will be able to:

- Create Advanced Forms & Reports
- Manage Database Objects
- Create Macros
- Create Modules and VBA
- Manage the Database

CLASS OUTLINE

Creating Advanced Forms and Reports:

Adding Check Boxes and Toggle Buttons
Using Conditional Formatting in a Form
Creating custom Help
Adding Tab Controls
Adding Charts
Modifying Charts
Adding Subreport Controls
Modifying Section Properties
Using Domain Functions

Managing Database Objects:

Working with Objects
Using the Documenter
Grouping Objects
Modifying Shortcuts and Groups
Creating a Dialog Box
Creating a Pop-up Form
Creating a Switchboard
Modifying a Switchboard

Creating Macros:

Creating a Macro
Modifying Actions and Arguments
Creating a Macro Group
Setting Conditional Expressions
Working with Events
Customizing Toolbars
Troubleshooting Macros

Creating Modules and VBA:

Creating Functions
Using IF Statements
Documenting Procedures
Creating Class Modules
Creating Sub Procedures
Troubleshooting Modules

Managing the Database:

Converting Databases
Setting Passwords
Changing Startup Options
Encoding a Database
Analyzing Performance
Splitting a Database
Replicating a Database
Synchronizing a Database