



ACCESS 2007 ADVANCED

COURSE CODE : AC207ADV DURATION : 1 DAY

COURSE AIMS

This course is designed for delegates using Access and have already set up a database within Access and wish to learn the more Advanced features of the product .

DELEGATE PRE-REQUISITES

Attendance on the previous Access 2007 Introduction & Intermediate levels is recommended together with the experience of building an Access Database.

COURSE OUTLINE

FORM CUSTOMISATION

- Linking a Form to a Table
- Manipulating Controls on the Form
- Special Effects
- Placing a Bound Control on a Form
- Explanation of the Types of Forms
- Popup Forms
- Modal Forms
- Split Forms
- Limiting User Access
- Exporting Form to XML

CUSTOMISING ACCESS

- Access Customisation Options
- Current Database Options
- Datasheet Options
- Object Designers Options
- Proofing Options
- Add-Ins Options

REPORTS

- Creating an AutoFormat Template
- Applying an AutoFormat to a Report
- Applying an AutoFormat to an existing Report
- Conditional Formatting
- Sub-Reports
- Formatting Reports

ACCESS SWITCHBOARDS

- What is a Switchboard?
- Creating a Switchboard
- Deleting a Switchboard
- Adding Items to a Switchboard
- Editing a Switchboard
- Deleting Items within a Switchboard
- Editing Items within a Switchboard
- Making a Switchboard the default Switchboard
- Displaying Switchboards automatically when opening a database



FAST TRACK
COMPUTER TRAINING