

## Microsoft Access – Building Databases, Advanced Level

### Overview

This course is designed to build on delegate's existing skills and is aimed at anyone who has to design and support a database.

This course is offered for Microsoft Access 2007, 2010, 2013.

### Objectives

This course will enable delegates to be fully competent in the design of a relational database which will include a small amount of VBA routines. This course is not a VBA programming course and only includes limited routines.

Some topics are specific to a version therefore will only be included for the relevant version.

### Course Content

#### Review relationships & database design.

A database will be designed and modified during this course so delegates must be able to use the skills learnt on the introduction and intermediate courses.

#### Advanced queries.

- Querying tables without relationships
- Developing calculated fields using advanced functions (IIF, Datepart etc.)

#### Developing forms.

- Popup forms
- Modal forms
- Split forms
- Limiting user access to data using forms:
  - \* Limiting users from adding new records
  - \* Limiting users from deleting records
  - \* Limiting users from editing records
- Adding Macro buttons

#### Access Switchboards (for menus).

- What is a switchboard?
- Creating 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

#### Macros and an overview of Access VBA.

Examples of useful routines that can be added to forms to help automate tasks.

#### Reports.

- Sub-reports
- Formatting reports

#### Creating a Word Mail Merge (letters) from queries and tables.

#### Multi-User databases.

- Shared databases
- Record states
- Setting default locking properties
- Encryption and password protection
- Splitting an Access database
- Changing the location of the back-end database

### PFH Technology Group

**Duration:** 2 days

**Cost:** €500

**Format:** Instructor led

### Prerequisites

Delegates must have a strong knowledge of Access and be familiar with intermediate topics.

### PFH Technology Group

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