Access Advanced

Delegate Pre-Requisites

Attendance on the previous Access Introduction course is recommended together with the experience of building an Access Database.

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room … we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing

Target Audience

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

The Content

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

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

Customising Access

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

Call our team 01527 836840

Email sales@fasttrackcomputertraining.co.uk   Website www.fasttrackcomputertraining.co.uk