

MICROSOFT ACCESS ADVANCED

Microsoft Access is an extremely versatile and powerful tool for building robust databases with relatively little effort but can seem daunting to the inexperienced eye. Whether you're a total novice, seasoned user or expert looking for a few extra hints and tips for professional database design, Business Solutions @ Northbrook have the workshop you need.

This workshop is for anyone wishing to explore the more advanced features of Access in order to automate procedures and create a user friendly environment.

Do I need any experience?

Yes, a good working knowledge of Access is essential.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

What are the specific details of this course?

Price £135.00
Duration One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



What will I learn on this course?

This workshop will cover:

More Queries

- > Update, Delete, Make Table and Append Queries
- > Summarising data using Total and Cross Tab queries

Creating and Customising Reports

- > Creating simple reports using the Report Wizard
- > Formatting report items
- > Using report sections appropriately
- > Modifying report and report item properties
- > Adding calculated items to a report
- > Sorting and grouping data

Macros

- > Create Macros and Macro Groups
- > Create an Embedded Macro
- > Conditional Macros
- > Running a Macro

Creating a database front end

- > The Access Switchboard
- > Creating a Switchboard
- > Adding commands, Editing and Deleting Items on the Switchboard
- > Displaying a Switchboard Automatically Upon Opening a Database
- > Hiding items