

Course Description: Students will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. In addition, students will gain experience with Internet-related features, including hyperlinks and the Web toolbar.

Who Should Attend: This course is for students wishing to learn the advanced features of Microsoft Access.

Prerequisites: To ensure your success with this course, we recommend that you first take the following courses or have equivalent knowledge: Access 2003: Level 1 and Access 2003: Level 2.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Make select queries more versatile and useful by using parameters; use action queries to update data values and add or delete records.
- Generate different query types by creating various types of joins between tables; use crosstab queries to summarize data.
- Use advanced form features including properties, functions, and design tools to facilitate data entry and improve accuracy in forms; display table information that has a one-to-many relationship by creating forms that contain subforms.
- Automate tasks by creating macros to open forms and control form properties.
- Make forms more functional by using macros to provide user interaction and automate data entry.
- Make reports more concise and easier to understand by using properties and functions in report controls; create mailing labels.
- Use Internet-related Access tools by inserting hyperlinks and using the Web toolbar.

Course Outline:

Parameter and action queries

Creating parameter queries
Creating action queries

Query joins and crosstab queries

Joining tables and working with join properties
Creating crosstab queries
Editing limitations in query datasheets

Using advanced form techniques

Organizing field placement
Using functions to control data entry
Adding an option group to a form
Using a form as the user interface
Creating a form that contains a subform

Creating basic macros to automate forms

Macro basics
Attaching a macro to a command button
Revising a macro
Attaching a macro to an event in a form

Using macros to provide user interaction and automate tasks

Using a macro to provide user interaction
Using macros to automate data entry
AutoKeys and AutoExec macros

Using advanced report techniques

Customizing the appearance and functionality of a report
Mailing and other types of labels
Using hyperlinks
Access tools for working on the Internet