

## MS ACCESS ADVANCED

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

### Overview:

This course is ideal for experienced Access users whom need to start automating database tasks through macros or use complex database queries.

### Essential:

Before you attend this course it is recommended that you complete the Intermediate course or its equivalent.

#### Module 1

##### *Getting Started*

Database Discussion  
Relationships  
Referential Integrity  
Cascade Update/Delete

#### Module 2

##### *Importing Data*

Import to Access to an Existing Table  
Sub Set of Data  
Create Hyperlinks  
Insert Movie Clip

#### Module 3

##### *Queries*

Select  
Parameter  
Grouping  
Joins  
Cross-Tab  
Action  
Calculations

#### Module 4

##### *Forms & Macros*

Forms with Sub forms  
Create Macros  
Command Buttons  
Message boxes  
Query Macro  
Filter Macro

#### Module 5

##### *Tools*

Table Analyser  
Document Analyser  
Print Relationships  
Switchboard Manager

#### Module 6

##### *Reports*

Calculations  
Pivot Table Report  
Security