

Microsoft Access 2016 Advanced

Course Outline

Presentation Style: Tutor-led Classroom

Duration: 1 Day

Course Start Time: 09:30hrs

Course End Time: 16:30hrs

What will you learn?

In this course, you will extend your knowledge of some of the most specialised and advanced capabilities within Microsoft Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports and maintaining a database.

Course Content

Module One

Adding graphics, sub forms, calculated fields, combo boxes, toggle buttons, command buttons, changing tab order.

Module Two

Headers and footers, adding controls, sub reports, forcing new pages, using calculative functions in a report.

Module Three

Creating and running macros, attaching macros to events, macros and database objects

Who should take this course?

This course is designed for delegates with a good working knowledge of Microsoft Access who wish to have a greater understanding of the facilities to enhance the efficiency and power of their database applications.

Additional Information

Buffet lunch included and free parking (only provided for courses held at Paradise Training Centre)
Joining instructions will be sent prior to attending the course.

Call us on

01604 655900