

# Microsoft Access 2016 Advanced

**Duration: 1 Day**

This course is intended for users who have a good working knowledge of Access or who have attended the Introductory or Intermediate course. By the end of the course the delegate will feel confident to design and build relational databases that incorporate macro automation, manipulate data with advanced queries and produce advanced form and report design.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Recap

- Creating forms
- Creating queries
- Creating reports

## More on Forms

- Tabs in forms
- Option groups
- Using drop down boxes

## Command Buttons

- Adding command buttons to forms

## Control Systems

- Switchboard manager
- Designing control forms

## Switchboards

- Designing a navigation form using the Switchboard function
- Designing switchboards manually
- Creating customised menus

## Macros

- User interface
- Embedded and data macros
- Conditional macros
- Macro groups
- Submacros
- Assigning macros to form controls
- Assigning macros to buttons and keyboard shortcuts

## Security

- Creating a database password
- Splitting databases

## Database Tools

- Database Documenter
- Analyze Performance
- Analyze Table