

Course Overview



Microsoft ACCESS

1 Day

Queries and Macros

Course Description

This course continues to explore the features of Microsoft Access and builds on the knowledge gained in the introductory course. We start with a refresher on the query types available and how to create them. After exploring Cross-tab, append and delete queries we move on to the advanced query wizards and expression builder. Delegates will also learn how to speed up searching by creating indexes in their tables.

Course Objectives

Upon completion of this course, you will be able to:

- *Use the advanced query wizards to design and run advanced queries*
- *Use the expression builder to build expressions and create calculated fields in query designs*
- *Create and edit Indexes to speed up database searching*
- *Create and edit macros*
- *Develop macros using conditions and arguments*
- *Create a set of custom toolbars to contain menus and buttons specific to particular forms and reports*
- *Assign macros to custom toolbars*
- *Use the Access tools available to maximise the performance of your database*

Course contents

Designing advanced queries

- *Creating calculated fields, function queries and parameter queries*
- *Setting top values in a query*
- *Changing the appearance of values*

Creating and using macros

- *Working in the macro design window*
- *Assigning macros using event properties*
- *Using command buttons to run macros*
- *Adding a condition to a macro*
- *Creating a group macro*
- *Creating an autoexec macro*

Using advanced query wizards

- *Using the cross-tab query wizard*
- *Using the find duplicates Wizard*
- *Using the find unmatched wizard*
- *Using the expression builder*

Working with custom toolbars

- *Creating a custom toolbar*
- *Adding a built-in menu item*
- *Adding custom commands*
- *Linking toolbars to forms or reports*
- *Creating a shortcut menu*
- *Adding buttons to a toolbar*

Working with Indexes

- *Viewing indexes*
- *Creating a single field index*
- *Creating a multiple field index*
- *Deleting an index*
- *Creating a multiple field key*

Maximising database performance

- *Replicating and synchronising a database*
- *Resolving replication conflicts*
- *Securing a database*
- *Reducing a database size*
- *Repairing a database*

Who should attend?

Anyone planning to attend this course should have attended the Introduction to Access course or be confident with the basic principles of building Access databases.