

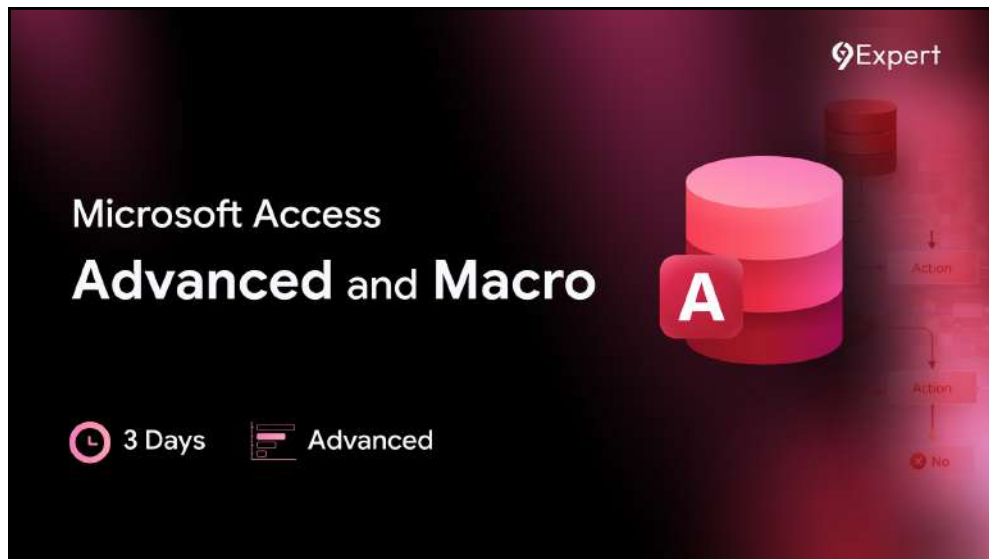


MICROSOFT ACCESS ADVANCED AND MACRO

Course ID : MSA-L2



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Duration: 3 Days

(18 Hours) 09:00 AM – 04:00 PM



Price: Call (Inhouse training only)

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course is designed to enhance participants' skills in developing advanced forms with Microsoft Access Macros. The curriculum emphasizes application development within forms, leveraging macro commands to improve database system capabilities. Access Macros work by assigning actions to specific events triggered by controls or forms. Mastery of these processes requires a strong understanding of form controls, property settings, the use of built-in functions, and conditional logic with IF statements.

Objectives

1. Developing advanced forms using Macros in Microsoft Access.
2. Creating sophisticated reports for professional use.
3. Constructing Macros with complex conditional logic.
4. Transferring data efficiently between forms and reports.
5. Understanding data retrieval and display through various join types.
6. Building different types of action queries.
7. Utilizing Microsoft Access utilities for database management.

Target Audience

1. Individuals with prior experience in Microsoft Access or working with an existing database
2. Those seeking to enhance the functionality of user interface forms

Prerequisites

1. A basic level of proficiency in Microsoft Access
2. A fundamental understanding of form and query creation

System Requirements

1. Windows 11 or Windows 10
2. Microsoft Access | Microsoft 365

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Advanced Form Development with Form Design

- Creating forms with Form Design tools
- Building bound objects linked to database data
- Creating unbound objects
- Configuring Combo Box properties
- Designing unbound Combo Boxes for sub-form data filtering
- Implementing calculation controls
- Adding data charts to forms
- Working with sub-forms

2. Advanced Report Design and Development

- Creating reports without the Wizard
- Working with sub-reports
- Implementing numbering in reports
- Applying conditional formatting
- Designing multi-column reports
- Configuring group header section properties:
 - Repeating sections
 - Forcing new pages



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

3. Advanced Query Techniques

- Applying JOIN commands in queries:
 - Inner join
 - Outer join
 - Full Outer join
 - Cross join
 - Unequal join
- Working with Action Queries:
 - Update Query – modifying existing data
 - Append Query – adding new data
 - Delete Query – removing data
 - Make Table Query – creating new tables from query results
 - Union Query – combining multiple queries

4. User Interface Macro (UI Macro) Development

- Providing an Overview of User Interface Macros
- Creating standalone Macros
- Creating embedded Macros
- Adding actions to Macros
- Controlling actions with IF, ELSE IF, and ELSE statements
- Developing sub-Macros
- Grouping Macro commands
- Copying and sharing Macros
- Running Macros
- Creating Data Macros

5. Introduction to Data Macros

- Developing event-driven Data Macros

6. Working with Macros and Expressions in Microsoft Access

7. Utilities for Microsoft Access

- Compacting and repairing databases
- Splitting databases using built-in tools
- Encrypting databases

8. Creating ACCDE Files for Deployment with Access Runtime

- Generating ACCDE files
- Introducing Microsoft Access Runtime

9. Case Studies

 Download [PDF](#)