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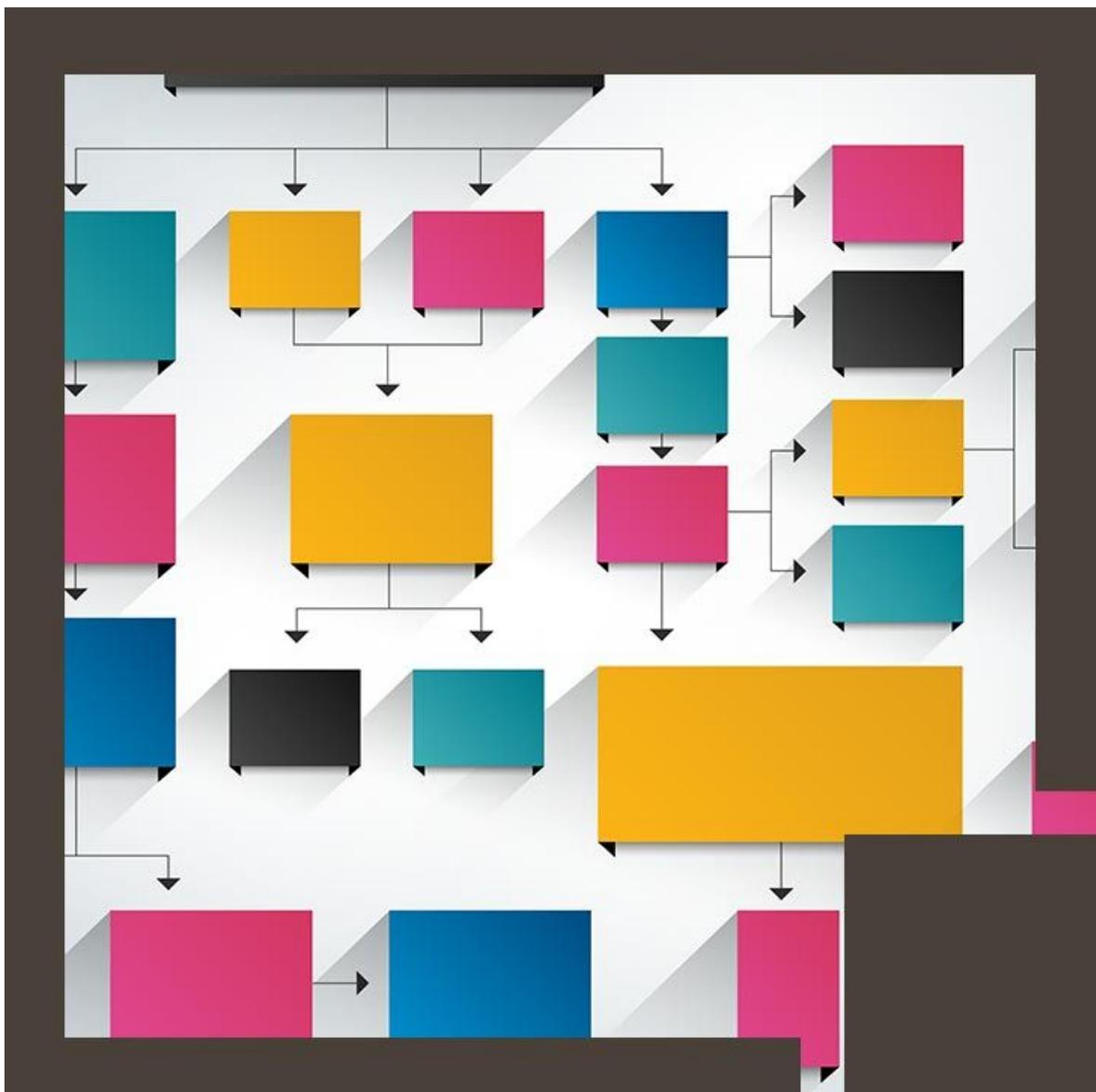
Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 4 Hours

Access 2016 Advanced II - Part 1

About this course:

This is the second in a series of advanced Access 2016 courses, aimed at increasing your proficiency in managing databases within Microsoft's popular business program. Learn to create and design a database, explore tables and forms, query data, create advanced reports, and use Macros to develop automation.

Access is a database creation and management program. It helps you design and build a robust database to help your organization run smoothly. Many small to medium-sized businesses use Access for this exact purpose.

Audience:

Learners who have attended our Microsoft Acess 2016 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Access 2016

Prerequisite:

- There are no prerequisite require for this course.

Suggested prerequisite course:

Access 2016 Beginner - Part 1 & 2

Access 2016 Intermediate - Part 1 & 2

Course Outline:

Introduction

- Free-Floating Parent and Child Forms
- Starting Your First Macro
- Adding Actions to Your First Macro
- Three Ways to Trigger Macros
- Creating Command Buttons Without the Wizard
- Joining Forms by a Shared Field
- Parent Form Size and Position
- Child Form Size and Position
- If-THEN and IN-List
- Creating Combo-Boxes by Typing Entries
- Combo-Boxes from Imported Tables
- SETVALUE and GOTOCONTROL
- Introduction to VBA
- SELECT CASE Example in VBA
- Debugging Simple Macros
- Radio Buttons in VBA
- Wrapping Up

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