

Access 2000 Advanced

Prerequisites:

This course is designed for students who has an advanced level of understanding of Access 2000. The prerequisite for this course is Access 2000 Level One and Access 2000 Level Two.

Course Content

Lesson 1: Parameter and Action Queries

- Creating Parameter Queries
- Creating Action Queries

Lesson 2: Query Joins and Crosstab Queries

- Joining Tables and Working with Join Properties
- Creating Crosstab Queries
- Editing Limitations in Query Databases

Lesson 3: Using Advanced Form Techniques

- Organizing Field Placement
- Using Functions to Control Data Entry
- Adding an Option Group to a Form
- Using a Form as the User Interface
- Creating a Form that Contains a Subform

Lesson 4: Creating Basic Macros to Automate Forms

- Macro Basics
- Attaching a Macro to a Command Button
- Revising a Macro

Lesson 5: Using Macros to Provide User Interaction and Automate Tasks

- Using a Macro to Provide User Interaction
- Using Macros to Automate Data Entry
- AutoKeys and AutExec Macros

Lesson 6: Using Advanced Report Techniques

- Customizing the Appearance and Functionality of a Report

Lesson 7: Web Capabilities and Data Integration

- Creating and Using Hyperlinks
- Data Integration