

Access 97 Advanced

Prerequisites:

This course is designed for students who has an advanced level of understanding of Access 97. The prerequisite for this course is Access 97 Level One and Access 97 Level Two.

Course Content

Lesson 1: Designing 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: Form Design Enhancements

- Building a Form Based on Joined Tables; using Functions in Forms
- Using Option Groups and Additional Form Design Enhancements

Lesson 4: Using Command Buttons and Macros with Forms

- Creating Macros and Command Buttons
- Using Macros to Control Form Properties

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

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

Lesson 6: Advanced Report Techniques

- Hiding Duplicate Data, Grouping Data, and Using Functions in Reports

Lesson 7: Introduction to the Internet

- Using Hyperlinks