



eTraining & Services

Providing you with the Dedication and Quality you deserve.

Microsoft Access – Advanced Level

Working with Tables

- Working with the Database View
- Finding and Replacing Data, Copying Records, Importing & Exporting

Importing/Exporting & Linking Data

- Field Types
- Setting Field Properties
- Working with Primary Keys
- Documenting a Table's Design
- Printing Relationships

Form Design

- The Form Design Windows - Adding Controls
- Control Properties and Form Properties
- Multiple Forms
- Switchboards

Report Design

- Report Layout
- Adding Controls/Control Properties
- Sorting & Grouping
- Multiple Reports

Adding Charts to Forms & Reports

Advanced Queries

- Using the Query Wizards
- Action Queries
- Parameter Queries

Macros, Custom Toolbars, Menus & Dialog Boxes

- Creating Macros
- Startup Settings
- Creating Custom Toolbars & Menu Bars
- Help Instructions for Creating a Custom Dialog Box
- Creating a Custom Dialog Box

Compacting/Repairing an Access Database

- Backing up a database