

MICROSOFT ACCESS ADVANCED LEVEL COURSE

Prerequisites:

Attendees should have attended, or have knowledge equivalent to the Introductory Level course.

Duration:

This course can be delivered as a full day course or as individual half day modules

Linking Data

- Importing & exporting with other databases
- Importing & exporting with other packages
- Linking Data between Access and Excel

Creating Advanced Objects

- Generating Charts
- Creating Pivot Tables & Pivot Charts

Advanced Macros

- Using macro groups
- Creating conditional macros

Database Management

- Creating a Switchboard
- Repair and compact feature
- Use of the start-up options
- Documenting the Database Design