Microsoft Access Level 3

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Prerequisites

Participants should have taken Access Level 1 AND Access Level 2, or have equivalent knowledge.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Reports

What is a Report?

The Report Wizard

Changing Views

Improving Appearance

Adding a Logo

Grouping and Sorting

Working in Design View

Selecting Shortcuts

Adjust Vertical Spacing

Add Text to a Report

Creating Labels

Forms

Understanding a Form

Create a Form with the Form Wizard

Form Views

Modifying a Form in Layout View

Changing Tab Order

Add Text

Working with Control Properties

Add a Command Button to a Form

Create a Split Form

Create a SubForm

Automatically open a form

Front and Back End Databases

View Object Dependencies

Understanding a Front and Back End Database

Link or copy objects between databases

Macros

Create and Run a Macro

Edit a Macro

Assign a Macro to an Event

Create Conditional Expressions

Macro Action Reference

Also Includes

- Reference material
- Certificate of completion.