Microsoft Access Advanced Training

Duration: **2 Day**

BILGINC IT Academy
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This course is designed for users of Microsoft Access 2010, 2013, 2016, and 2019/365 who want to develop more advanced skills for working with relational databases.

The programme focuses on advanced table, query, form, and report design, together with database administration, external data management, and basic automation.

It is particularly suitable for users who have already created databases, inherited an existing Microsoft Access database, or are preparing to design and maintain new database solutions.

Prerequisites

Participants should already be comfortable with the fundamentals of Microsoft Access.

Equivalent experience should include the ability to:

- Create simple tables,
- Build basic forms and reports,
- Create straightforward queries,
- Modify database objects in Design View,
- Understand relational database concepts, including table relationships.

For remote delivery, a dual-monitor setup is recommended so that participants can follow demonstrations and complete exercises more easily.

Who Should Attend

This course is intended for users who want to:

- Develop advanced skills in table, query, form, and report design,
- Manage Microsoft Access databases more effectively,
- Introduce basic automation through macros,
- Extend or maintain existing databases,
- Improve databases they have inherited,
- Create new relational database solutions.

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What You Will Learn

By the end of this course, participants will be able to:

- Apply advanced design features to the main Microsoft Access database objects,
- Build more sophisticated tables and queries,
- Create more functional and effective forms,
- Use macros to introduce basic automation into database processes,
- Import, export, and link external data,
- Use built-in Access tools to analyse, maintain, secure, and manage databases.

Training Outline

Module 1 – Advanced Table Design

- Working with advanced Field Properties
- Configuring Table Properties
- Applying more detailed table design options

Module 2 – Advanced Query Design

- Advanced naming conventions
- Joining tables within queries
- Managing Query Joins
- Using Self-Joins
- Summarising data in queries
- Parameter Queries
- Action Queries
- Crosstab Queries

Module 3 – Advanced Form Design

- Creating Subforms
- Building linked forms
- Working with Form Controls
- Creating Command Buttons
- Managing Form Properties
- Designing user interfaces
- Creating Start-Up and Navigation Forms

Module 4 – Working with Macros

- Creating individual macros
- Running macros
- Working with Sub Macros
- Building Conditional Macros
- Running macros from buttons
- Assigning macros to events
- Creating simple automation within a database

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Module 5 – Extending Data Reach

- Importing data
- Exporting data
- Working with Linked Tables
- Connecting Access databases with external data sources

Module 6 – Managing Databases

- Object Dependencies
- Database Documenter
- Performance Analyzers
- Routine database maintenance and management
- Access Database Security

Additional Topics

- Importing Access objects
- Using forms with Parameter Queries
- Creating Union Queries
- Custom Web Apps
- Relationships as a reference topic