

FlexiCoach

Software Coaching and Consulting

Microsoft Access Developer

Access is an organic platform in that all the parts are interconnected. This course focuses on using Forms in conjunction with Queries and Tables in a way that the database is developed to use fewer queries and reports to output information for the user. This course takes databases to the next level, Also included are other query types, Macros, and an introduction to VBA for Access.

Review of Queries

- Select Queries
- Query Joins
- Parameter Queries
- Aggregation Queries
- Query Techniques

Action Queries

- Creating a Make Table Query
- Using a Make Table Query
- Understanding Expressions and Update Queries
- Preparing an Update Query
- Running an Update Query
- Updating Using Expressions
- Running an Expression-Based Update
- Creating a Delete Query
- Running a Delete Query
- Creating an Append Query
- Running an Append Query
- Turning Action Messages Off

Working with Unbound Forms

- Create a Splash Page
- Form Properties
- Open & Close Forms
- Unbound Form Issues

Database Security

- Understanding Database Trust
- Enabling Blocked Content
- Understanding the Trust Centre
- Creating a Trusted Location

Database Security cont...

- Opening a Database From a Trusted Location
- Encrypting a Database
- Decrypting and Opening a Database
- Removing a Database Password
- Understanding Package and Sign
- Creating a Self Signed Certificate
- Creating a Signed Package

Database Wellness

- Compacting and Repairing a database
- Understanding Database Splitting
- Using the Database Splitter
- Managing Linked Tables
- Checking Object Dependencies
- Analysing Database Performance
- Documenting a Database

Creating and Using Macros

- Understanding Macros and VBA
- Naming Conventions
- Modifying an Existing Macro
- Interacting With the User
- Stepping Through a Macro
- Documenting Macros

Macro Techniques

- Creating a Print Macro
- Using Conditions to Enhance a Macro
- Creating a Sequence of Conditions
- Using the MsgBox Function
- Reconfiguring a MsgBox
- Using the InputBox Function
- Using GoToRecord

Macro Techniques cont...

- Using OpenForm
- Setting Conditions
- Applying Filters in Macro
- Setting the Where Condition
- Using IF Statements in Macros

Macros on Forms

- Understanding Macros on Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming an Event
- Running an Event Macro
- Modifying an Event Macro
- Adding a Close Button
- Creating a Search Macro
- Running the Search Macro
- Understanding the Search Macro

An Introduction to VBA

- Understanding Access VBA
- Using the VBE
- Coding VBA for an Event
- Running VBA Event Code
- Understanding MsgBox and InputBox
- Modifying an Existing Procedure
- Understanding the Modified Code
- Using the DoCmd Method
- Variables
- Decision Making
- Introduction to Loops
- Error Handling

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RELATED COURSES

Excel Intermediate | Excel Advanced | Excel Formulas & Functions | Excel VBA



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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Or submit a request via our website:

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