



Access 2000: Advanced

Course number: 074 402

Course length: 2 day

Course description

Overview: Students will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. In addition, students will gain experience with Internet-related features, including hyperlinks and the Web toolbar.

Prerequisites: *Access 2000: Level 1* and *Access 2000: Level 2* or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to analyze data by creating complex queries, make forms and reports more efficient, speed repetitive tasks by creating macros, and become familiar with Internet-related Access tools.

Target student: Students enrolling in this course should be able to work with Access at an intermediate level and understand Access terminology.

What's next: *Access 2000: Introduction to Application Development*, the next course in this series, teaches students how to develop custom applications by using Access.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Make select queries more versatile and useful by using parameters; use action queries to update data values and add or delete records.
- Generate different query types by creating various types of joins between tables; use crosstab queries to summarize data.
- Use advanced form features including properties, functions, and design tools to facilitate data entry and improve accuracy in forms; display table information that has a one-to-many relationship by creating forms that contain subforms.
- Automate tasks by creating macros to open forms and control form properties.
- Make forms more functional by using macros to provide user interaction and automate data entry.
- Make reports more concise and easier to understand by using properties and functions in report controls; create mailing labels.
- Use Internet-related Access tools by inserting hyperlinks and using the Web toolbar.

Course content

Lesson 1: Parameter and action queries

Creating parameter queries
Creating action queries

Lesson 2: Query joins and crosstab queries

Joining tables and working with join properties
Creating crosstab queries
Editing limitations in query datasheets

Lesson 3: Using advanced form techniques

Organizing field placement
Using functions to control data entry
Adding an option group to a form
Using a form as the user interface
Creating a form that contains a subform

Lesson 4: Creating basic macros to automate forms

Macro basics
Attaching a macro to a command button
Revising a macro
Attaching a macro to an event in a form

Lesson 5: Using macros to provide user interaction and automate tasks

Using a macro to provide user interaction
Using macros to automate data entry
AutoKeys and AutoExec macros

Lesson 6: Using advanced report techniques

Customizing the appearance and functionality of a report
Mailing and other types of labels

Lesson 7: Access 2000 and the Internet

Using hyperlinks
Access tools for working on the Internet

Appendix A: Replicating databases

Appendix B: Using Access with other applications