

Delivery Method: Instructor-led Classroom Learning

Duration: 1.00 Day(s)

Pre-requisite(s)

Access – Beginners } or equivalent experience
Access – Intermediate }

Overview:

Students will learn how to develop a database application and create a cohesive user system.

Outline:

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| Application Design Concepts | Examining a Completed Application Planning an Application |
| Importing, Linking and Exporting Data | Action Queries Working with Microsoft Excel Working with Microsoft Word Working with Other Database Applications |
| Working with Macros | Attaching Macros to Control Events Synchronising Multiple Forms/Reports Attaching Macros to Form and Report Events |
| More on Forms and Reports | Calculated Controls Layout Features Headers and Footers |
| Creating a User Application | Creating a user Switchboard Setting User Start Properties |
| Adding Security to an Application | Security Overview User-level Security Introducing Passwords |

Next Steps:

Please contact us to discuss bespoke course content.

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