



Access Advanced

Course Content

General Outline

Some of the more complex aspects of Access are covered in this Advanced course.

How to integrate your database with other applications, how macros work, and how to secure and maintain your database are covered; there's even an introduction to VBA.

You'll also learn how to apply controls and dialogue forms to databases to allow users more flexibility in using their database.

Major Skills Covered

- ◆ Use data validation and automatic formatting
- ◆ Create and edit macros
- ◆ Assign detailed controls to forms
- ◆ Create automatic field population controls
- ◆ Use report dialogue forms
- ◆ Apply maintenance and security measures
- ◆ Integrate databases with Web pages
- ◆ Use Visual Basic modules
- ◆ Deploy databases to users without Access

Client Reviews

"Able to work at own pace. Great visuals."

Deirdre, Office Manager; Advanced

"I was impressed by the straightforwardness of the program."

Rob, Defence; Advanced

"The possibilities for MS Access were revealed!"

Mark, Electronics Technician; Intermediate

"The layout of the training room was great. What I've learnt this day has created further opportunities for my career."

Chris, Tech Officer; Introduction



Delivery, Duration & Rate

- ◆ 1 day public course, OR
3 x 1-hour online OR
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/cat-6-access/](http://classtraining.com.au/coursedates/cat-6-access/)

Prerequisites

Previous experience in Access or attendance at CLASS Training Basics and Intermediate courses recommended.

Public Course Includes*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Dates + Bookings

- ◆ Phone us on **(02) 6041 2711**
- ◆ Email us at:
office@classtraining.com.au
- ◆ View dates and book online at:
[classtraining.com.au/
coursedates/](http://classtraining.com.au/coursedates/)