



# 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

- ◆ 1 day public course, **OR**  
2 x 1½-hour online sessions **OR**  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/4-access-advanced/](http://classtraining.com.au/coursedates/4-access-advanced/)

## Prerequisites

CLASS Training **Access Intermediate** course or proven experience in Access is highly recommended.

## Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

## How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/  
coursedates/4-access-advanced/](http://classtraining.com.au/coursedates/4-access-advanced/)

