



# MS Access

Level 3

Course Outline

**YOUR PARTNER IN EXCELLENCE**

## Training topics for Access Level 3 Outline (Advance)

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### Lesson 1 – Working with Macros

- ❖ Creating a macro
- ❖ Adding additional macro actions
- ❖ Running a macro step-by-step
- ❖ Assigning a macro to a command button
- ❖ Creating a macro group
- ❖ Using a macro group
- ❖ Using macro conditions
- ❖ The autoexec macro
- ❖ Creating an auto-keys macro
- ❖ Creating a data macro
- ❖ Adding a macro to the quick access toolbar

### Lesson 2 – Action Queries

- ❖ About action queries
- ❖ Creating a make-table query
- ❖ Creating an append query
- ❖ Creating an update query
- ❖ Creating a delete query
- ❖ Creating a SQL query

### Lesson 3 – Importing and exporting data

- ❖ Importing data form a text file
- ❖ Importing data from Excel
- ❖ Importing data from another access database
- ❖ Linking data
- ❖ Exporting data to other formats
- ❖ Exporting data to a PDG file
- ❖ Exporting data to another access database
- ❖ Exporting data to Excel
- ❖ Exporting data to Microsoft Word
- ❖ Exporting data to Microsoft Word mail merge

#### **Lesson 4 - Creating a menu system**

- ❖ Creating a switchboard
- ❖ Adding switchboard items
- ❖ Using the switchboard
- ❖ Editing a switchboard
- ❖ Setting startup options
- ❖ Creating a navigation form

#### **Lesson 5 - Working with forms and reports**

- ❖ Adding a sub-form using the sub-forms/sub-report tool
- ❖ Modifying a sub-form
- ❖ Aligning controls to each other
- ❖ Creating an option group
- ❖ Edit sorting and grouping levels
- ❖ Inserting total fields
- ❖ Using rectangles, line and borders

#### **Lesson 6 - Database tools and maintenance**

- ❖ Using compact and repair
- ❖ Changing database properties
- ❖ Documenting a database
- ❖ Analyzing a database
- ❖ Viewing object dependencies
- ❖ Backing up a database
- ❖ Splitting a database
- ❖ Setting a database password