

Class Title: Microsoft Access Advanced

Duration: 2 Days

- 1. Table Relationships**
 - 1.1. Analyzing Table Relationships
 - 1.2. Creating Joins and Join Properties
 - 1.3. Using Indexes
- 2. Summary and Crosstab Queries**
 - 2.1. Creating Summary Queries
 - 2.2. Calculating Values in Summary Queries
 - 2.3. Creating Crosstab Queries
- 3. Using Advanced Form Techniques**
 - 3.1. Adding and Automating Combo Boxes in Forms
 - 3.2. Finding Records Using Combo Boxes
- 4. Calculating Controls**
 - 4.1. Creating a Calculated Control
 - 4.2. Calculating Values from Subform Controls
 - 4.3. Calculating Values from Other Calculated Controls
 - 4.4. Aging Date/Time Data
- 5. Using Advanced Report Techniques**
 - 5.1. Customizing Headers and Footers
 - 5.2. Calculating with Report Controls
 - 5.3. Working with Subreports
- 6. Data Integration**
 - 6.1. Importing Data and Exporting Data
 - 6.2. Linking to Outside Data Sources
 - 6.3. Linking Data with OLE
 - 6.4. Using Office Links
- 7. Using Hyperlinks**
 - 7.1. Creating a Hyperlink Field
 - 7.2. Inserting and Editing Hyperlinks in Forms
- 8. Creating Dialog Boxes**
 - 8.1. Setting Dialog Box Properties
 - 8.2. Using Option Buttons and Option Groups
 - 8.3. Adding and Automating Command Buttons
- 9. Using Macros to Automate the User Experience**
 - 9.1. Creating Macros
 - 9.2. Testing and Debugging Macros
 - 9.3. Assigning Macros to Controls and Events
 - 9.4. Understanding Event Properties
 - 9.5. Creating Conditional Macros