

## Customised IT and Soft Skills training to suit your needs

### Microsoft Access 2010 Advanced Training

**Audience:** This course is designed for existing Access users who need to start automating database tasks or simply complex database sequences.

**Access 2010 Advanced Course Objectives:** After the course, you will be able to:

- Create and Apply Macros
- Understand Events
- Create Conditional and Named Macros
- Create Custom Toolbars and Menu's
- Use Startup Options

**Course Prerequisite:** You must have sound Access skills and understand key concepts of a database, equivalent to our intermediate course contents

**Course Duration:** This is a 1 day Access 2010 Advanced course. The course starts at 09:30 and runs until 16:30

#### Course Locations / Schedule

This Access 2010 Advanced course can be run at our Access training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

### Course Contents

#### Macros

- An Overview
- Creating and Running Macros
- Various Macro Actions
- Applying Macros

#### Names Macros

- Using ^ + letter
- Using ^ + Number
- Function keys

#### Conditional Macros

- MsgBox
- Set value
- Using functions

#### Event Procedures

- On open/close
- On got/lost focus

#### Database Utilities

- Compact and repair
- Save as alternate formats
- Split database
- Package and distribute
- Password protect
- Application options (created database application)
- Compile code
- Make accde file
- Backup database
- Database Templates

## Creating a Switchboard (User Interface)

- Design a switchboard
- Use Macros with Command Buttons
- Use Macros with Code
- Format switchboard forms
- Create a Splash Screen
- Use an autoexec Macro
- Customise a ribbon
- Customise the Quick access toolbar
- Start-up Menu

## VBA

- Convert macro's to code
- Sample subroutine
- Sample function
- Libraries
- Navigate the VBA window
- Compiling