

Customised IT and Soft Skills training to suit your needs

Microsoft Access 2013 Advanced Training

Access 2013 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

Audience

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

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 2013 Advanced course. The course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This Access 2013 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.

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