

▼ Brief Course Outline

ACCESS 2016 ADVANCED COURSE OBJECTIVES:

AFTER THE COURSE, YOU WILL BE ABLE TO:

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

▼ General Course Info

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 2016 skills and understand key concepts of a database, equivalent to our intermediate course contents

Course Duration:

This is a 1 day Access 2016 Advanced course.

The course starts at 09:30 and runs until 16:30

Alternate timing available upon request

Course Locations / Schedule:

This Access 2016 Advanced course can be run onsite, at our training centre or any preferred location in the UK.

The course can be held on a date that suits you.

▼ Detailed Course Outline

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

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

Introduction to Access VBA

Start-up Menu VBA

Convert macro's to
code

Sample subroutine

Sample function

Libraries

Navigate
the vba window

Compiling