

## Microsoft Access 2007 Level 3

### Course Objectives:

This course is designed to extend the attendee's knowledge of Access both by expanding upon the skills gained on the Level 1 and 2 courses, and by introducing further techniques. The course is suitable for delegates who will be building and designing their own databases.

### Course Contents

<b>Customising the Interface</b>	Creating forms to use as switchboards; creating command buttons.
<b>Macros</b>	Defining an action; action arguments; running a macro from a command button; the Autoexec macro; group macros & conditional macros.
<b>Custom Forms/Form Control</b>	Creating multiple page forms and sub-forms, combo box properties; functions (including <i>IF</i> and <i>SUM</i> ) and option groups.
<b>Reports</b>	Designing reports; aggregate controls on reports; limiting records by using parameter queries.
<b>Database Security</b>	Setting a password; user level security; setting up an administrator's account and user accounts; assigning permission to database accounts.

**Course Details** This is a one-day advanced course running from 9:30 am - 4:30 pm. Courses run at both Swansea and Cardiff locations.

**Prerequisites** To gain the maximum benefit from this course an attendee should have attended Levels 1 and 2 or have a thorough knowledge of the information contained within those courses.

**Qualification** This course covers material from the Advanced European Computer Driving Licence.

**What Next?** **Visual Basic for Applications**  
Use VBA to further customise your database. Use the Visual Basic Editor to create modules, view their contents, create or edit macro source code, dialogue boxes and perform any other functions related to writing and maintaining VBA programs.

This is a two-day company specific course - please contact us for details.

**Project**  
Use Microsoft Project to manage and create projects. Work through the concepts of project creation and set-up, including input of task data, precedence relationships, setting constraints, inputting resources, using calendars, printing and managing the overall progress of the project.