

**Objectives** Delegates will learn some more techniques to use with Microsoft Access. These include Linking Tables, Update Queries and simple Macros.

**Prerequisites** Some previous experience in using Microsoft Access is recommended.

**Duration** 1 day

The topics covered on the course are,

## 1 Revision

- Review of Introduction day
- Revision Exercise

## 2 More about Datasheets

- Finding Information in a Datasheet
- Replacing Information
- Sorting in a Datasheet
- Filtering for Ad-hoc enquiries

## 3 Relationships between Tables

- The *Northwind* Sample Database
- Understanding Links
- Multi-Table Queries
- Creating the Relationships

## 4 Custom Forms

- Starting from Scratch
- Control Properties
- Using List / Combo Boxes
- Check Boxes / Option Buttons
- Calculations on a Form

## 5 Custom Reports

- Starting from Scratch
- Sorting and Grouping
- The Control Types to be Used

## 6 Action Queries

- Make Table Queries
- Append Queries
- Delete Queries
- Update Queries

## 7 Macro Design

- Creating a Macro
- The Macro Design Window
- Saving and Running the Macro