



# Access Advanced

## Course Outline



<b>Course Synopsis:</b>	Automating Database Applications – Designing Forms that Display Custom Menus, Setting Field Properties; Designing Macros; Creating Auto Execute Macros; Applying Security to a Database
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Access 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	Users will learn to automate databases using macros and forms. This class will allow the student to completely build and customize the database from the ground up using all skills learned from the previous classes.
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	Access 2003: all previous levels.
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



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### *COURSE MATERIALS*

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Working with Macros

- Creating and Running a Macro
- Editing a Macro
- Working with Macro Groups
- Assigning a Macro to an Event
- Creating Conditional Expressions
- Assigning a Macro to a Key-stroke Combination

#### Advanced Topics

- Importing Information
- Exporting Information
- Importing Objects from Another Access Database
- Linking Information from an External Source
- Analyzing Records with Microsoft Excel
- Exporting Records to Microsoft Word
- Mail Merging Records to Microsoft Word
- Using Hyperlink Fields
- Using OLE Object Fields
- Displaying Database Object Dependencies