Microsoft Access
ADVANCED COURSE

Your learning needs are at the heart of what we do.

By FourSquare Training

Advanced Microsoft Access training selected topics

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Introduction to PivotTables and PivotCharts in Microsoft Access**
    1. Creating a PivotTable
    2. Modifying and editing a PivotTable
    3. Working with a PivotChart

- **Module 2: Creating Advanced Forms in Microsoft Access**
    1. Designing a form based on joined tables
    2. Automating data entry
    3. Grouped control
    4. How to improve the user interface in Microsoft Access
    5. Designing a subform

- **Module 3: Working with Macros in Microsoft Access**
    1. Create and run macros to automate tasks
    2. Attaching macros to the events of database objects
    3. Creating more advanced Macros in Access
    4. Producing interactive macros
    5. Producing decision-driven macros
    6. Using AutoKeys and AutoExec macros

- **Module 4: Integrating Access with the Internet**
    1. Adding and editing hyperlink fields
    2. Working with data access pages

- **Module 5: Considerations for Managing your Access Databases**
    1. Working with database utilities to optimise resources
    2. Secure and backup data with database replication
    3. Security Fundamentals in Microsoft Access
    4. Protecting your databases

Print responsibly.

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