

Access - Level 3

Category: Microsoft Office, Microsoft Access

PivotTables and PivotCharts

- Create a PivotTable
- Modify a PivotTable
- Working With a PivotChart

Creating Advanced Forms

- Designing a Form Based on Joined Tables
- Automating Data Entry
- Grouped Control
- How to Improve the User Interface

Subforms

- Designing, Creating and Adding Subforms

Macros

- Create and Run Macros
- Attach Macros to Events of Database Objects
- Creating Advanced Macros
- Create Macros to Provide User Interaction
- Create Macros Requiring User Decision
- Use AutoKeys and AutoExec Macros
- Exploring Access SQL
- How to Identify Different Clauses in an SQL Statement
- Writing SQL Statements

- Attach an SQL Statement to Database Objects
- Integrating the Internet
- Work with Hyperlink Fields

Managing Databases

- Work with Database Utilities To Optimise Resources
- Secure Data by Database Replication
- Security Fundamentals
- Protecting Databases

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

Who should attend?

This course is aimed at those who wish to learn about the advanced features of Microsoft Access. During this course you will learn how to automate functions by creating simple and advanced macros. You will also advance your querying ability and discover how to use SQL statements within your queries. Finally, you will be taught how to protect your valuable data sources.

Prerequisites

Delegates who have attended the level 2 course or are experienced users who want to progress to an advanced level

Course Objectives

This Course show how to use advanced features in the design of Tables, queries and forms. Show you how using Macros can automate areas within your databases, how to use built in database tools such as switchboards to manage a database and work with external data to import, export and link data in a database to make them more functional.

Course Duration

Duration: 1 day

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

Training Locations

Our scheduled open classroom courses are held in Merseyside where we have state of the art training facilities. We can also provide in-house training solutions at your office in any location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Manchester, London, Blackpool, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

Course Dates

[View our full course schedule here.](#)

Software Versions

We offer training solutions for all versions of Access - 2003, 2007, 2010, 2013 and 2016.

Related Courses

- [Access Level 1](#)
- [Access Level 2](#)
- [Excel Level 1](#)
- [Excel Level 2](#)
- [Excel Level 3](#)

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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