

Access 2016 Advanced

Length: 1 Day

Experience Needed: Access 2016 Intermediate, or applicable experience

Summary: This class builds on a reasonable level of database design experience that may have been gained from the Introduction and/or Intermediate courses.

Who Should Attend: People who intend to design databases at an advanced level or improve existing Access databases. Also advanced conversion of databases made in other applications and spreadsheet (flat file) databases.

COURSE CONTENT

1. MANAGING RELATIONAL DATABASES

- Database Concepts
- Database Design
- Normalization
- Database Integrity
- Types of Relationship
- Creating Table Links
- Referential Integrity

2. ADVANCED FORMS CUSTOMIZING

- List and Combo Boxes
- Check Boxes, Option & Toggle Buttons.
- Option Groups
- Command Buttons
- Calculated Fields
- Using Form's Input Values
- Create a Form with Multiple Pages or Tabs
- Tab Order
- Inserting Graphics in Forms or Reports
- AutoFormat

3. OPTIMIZING AND ADMINISTERING ACCESS

- Optimizing Performance
- The Performance Analyzer
- The Add in Manager
- Compacting Your Database
- The Database Documenter
- The Database Splitter
- Recovering Damaged Databases
- Importing and Linking Tables