

# Microsoft Access – Advanced Techniques

Course code: MSACPT

This course will teach attendees how to use the more difficult queries including sub-queries, cross-queries, overall queries and parameter queries. They will learn methods for creating effective and user-friendly forms and sets including above standard control tools and graphs. They will learn how to create parametrical compilations, which will dynamically generate according to the actual settings of the form. They will be introduced to macros, will learn to create and use correctly different elements of macros. Further, they will learn basic administrative methods for securing databases. This course does not use programming in VBA.

## Who is the course for

The course is intended for experienced MS Access users who want to improve the appearance, behaviour, performance and stability of their databases. They will learn how to create more complex and effective questions for data collection. They will be introduced to creating user-friendly forms and dynamically generated parametrical compilations. They will learn administration methods and how to secure databases and how to create and use macros.

## What we teach you

This course will teach attendees how to use the more difficult queries including sub-queries, cross-queries, overall queries and parameter queries. They will learn methods for creating effective and user-friendly forms and sets including above standard control tools and graphs. They will learn how to create parametrical compilations, which will dynamically generate according to the actual settings of the form. They will be introduced to macros, will learn to create and use correctly different elements of macros. Further, they will learn basic administrative methods for securing databases. This course does not use programming in VBA.

## Required skills

Good user knowledge of MS Access, knowledge of database terminology - relations, types of relations, primary and foreign keys, reference integrity. Basic knowledge of creating and using queries, forms and compilations in MS Access. This course does not require programming knowledge.

## Course Outline

### Advanced query techniques

- Uniting queries
- Cross-queries
- Parametrical queries
- Sub queries ( compound queries)
- Setting up connections in queries (Outer Join, Inner Join)
- Query for search of duplication
- Query for search of lone record

### Advanced form creation

- Control aspects on forms (lists, buttons, calendars, cards...)
- Forms with sub-forms
- Sharing data between forms
- Additional sums on forms
- Forms with graphs

### Advanced compilation creation

- Parametrical compilation

#### GOPAS Praha

Kodařská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# Microsoft Access – Advanced Techniques

- Passing on parameters of compilations from forms
- Compilations with sub-compilations
- Multi-column compilations
- Compilations with graphs

## Macros

- Automisation of help with macros
- Most used actions of macros
- Defining key shortcuts for databases
- Macro conditions
- Groups of macros

## Database administration

- Merging tables from different sources, administering merges
- Creating MDE files
- Setting up Access environments, and database possibilities
- Setting up After start...{opening databases}
- Replication possibilities

## Database security

- Coding databases
- User name of the database
- Users level of security

**GOPAS Praha**  
Kodařská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved