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.

Affiliate	Duration	Course price	ITB
Praha	2	8 000 Kč	0
Brno	2	8 000 Kč	0
Bratislava	2	340 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
07.04.2026	2	340 €	Presence	CZ/SK	GOPAS Bratislava
08.06.2026	2	8 000 Kč	Presence	CZ/SK	GOPAS Praha

The prices are without VAT.

Who is the course for

The course is intended for experienced MS Access users who want to improve the appearance, bahaviour, 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
- 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

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