

# ON LINE SERVICES

*Computer Training & Support*

## Access 2000 Advanced

### Course Description

**Overview:** Students will learn how to create action queries, more efficient forms and reports, and macros.

**Objectives:** Upon successful completion of this course, students will be able to:

- \* Make select queries more versatile by using parameters; and use action queries to update data values and add or delete records.
- \* Refine the information derived from queries by creating outer joins and using crosstab queries.
- \* Enhance form design by manipulating control object properties.
- \* Automate simple tasks by creating macros to open forms and control form properties.
- \* Make forms more functional and automate tasks by creating macros.
- \* Enhance the design of reports by hiding repetitive data, grouping data on prefix values, and using functions in controls.
- \* Use Access to create links to Internet sites, and to save data as HTML documents.

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### Course Outline

#### Lesson 1: Designing parameter and action queries

- Creating parameter queries
- Creating action queries

#### Lesson 2: Outer join and crosstab query techniques

- Joining tables and working with join properties
- Crosstab queries
- Editing limitations in query datasheets

#### Lesson 3: Using advanced form techniques

- Organizing field placement
- Using functions to control data entry
- Adding an option group to a form
- Using a form as the user interface
- Creating a form that contains a subform

#### Lesson 4: Using macros to automate forms

- Macro basics
- Attaching a macro to a command button
- Revising a macro
- Attaching a macro to an event in a form

#### Lesson 5: Using macros to provide user interaction and automate tasks

- Using a macro to provide user interaction
- Using macros to automate data entry

#### Lesson 6: Using advanced report techniques

- Customizing the appearance and functionality of a report
- Mailing and other types of labels

#### Lesson 7: Access 2000 and the Internet

- Using hyperlinks
- Access tools for working on the Internet

**Additional Information:** The combined content of the Access 2000 Introduction, Intermediate and Advanced courses satisfies the requirements for the Microsoft Office User Specialist Certification for Access 2000 at the Expert level.

**What's next?** Access 2000 Introduction to Application Development, the next course in this series, teaches students how to develop custom applications by using Access.