Intermediate Access

<u>Objective</u>

The objective of this course is to enable the trainee to use Forms design and to create macros and reports from an existing database. It complements the basic course and is best followed on from that course.

<u>Key Content</u>

- Introduction to the Form Design workplace
- Form Design without wizard
    - Changing Form properties
    - Adding Controls
    - Adding fields from a Table
    - Adding Headers/Footers
    - Combo and List Boxes. Command Buttons
- Adding A Custom Control and performing data entry into the Form
- Creating Calculated Controls
- Controls to perform an Action
- Creating a Macro
- Creating a Switchboard
- Adding A Subform to a Form
- CrossTab Queries
- Creating Reports
- Exporting into Word & Excel