PLEASE POST

A Special Program from the
Office of Human Resources – Training

ACCESS 2000 ADVANCED

PROGRAM OVERVIEW:

Students will learn how to enhance and automate their work processes by creating more sophisticated queries, forms, and reports, and creating macros. Access 2000 Intermediate is a prerequisite for this course.

COURSE OUTLINE:

I.   Designing parameter and action queries
II.   Outer join and crosstab queries
III.   Form design enhancements
- Building a form based on joined tables
- Using option groups
- Additional form design enhancements
IV.   Subform design
- Creating a form that contains a subform
- Using the Form Wizard
V.   Using command buttons and macros with forms
VI.   Using macros to provide user interaction and automate tasks
VII.   Advanced report techniques
- Advanced report techniques
- Using macros for reporting
VIII. Replicating database files

**Presented by the faculty of
The Pennsylvania State University Allentown Campus**

**Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training**