A Special Program from the
Office of Human Resources – Training

MICROSOFT ACCESS 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. Microsoft Access Introduction and Intermediate are prerequisites 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 Lehigh Valley Campus

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