

# Access Advanced

## One-Day Course Content

### **Main Forms and Sub-forms**

Introduction  
Setting a relationship between tables  
Creating a sub-form  
Adding a sub-form to a main form  
Creating a main form and sub-form using the Form Wizard  
Modifying a sub-form  
Viewing related records in Datasheet View

### **Advanced Forms**

Sub-forms and relationships  
Multi-page tab controls  
Form properties  
Using the Control Wizard to automate tasks

### **Advanced Queries**

Join types  
Parameter queries  
Using queries to calculate totals  
Crosstab queries  
Action queries  
Creating new tables using Make-Table Query  
Updating records using Update Query  
Appending records using Append Query  
Deleting records using Delete Query

### **Object Groups**

Introduction  
Working with groups of objects

### **Introduction to Macros**

Introduction  
Creating a macro

### **Command Buttons**

Introduction  
Action arguments  
Referring to controls in expressions

### **Responding to Events**

Introduction  
Using conditions in macros  
Using macro groups  
The AutoExec macro

### **Creating Charts**

Introduction  
Choosing the best chart  
Using the Chart Wizard to create a chart  
Inserting a chart into a form or report  
Modifying and enhancing chart details

### **Other Features (Optional)**

Exporting data from Access  
Joining text fields in Queries  
Adding calculated fields to Reports  
Inserting page breaks in Reports  
Creating letters in Reports

### **Glossary**