

## Microsoft Access Level 3

### General Description

This course covers advanced aspects of Microsoft Access focusing on advanced features including; subforms, customisation, performing advanced calculations, running parameter queries and customising reports. Delegates should already have a good working knowledge of Access before completing this course.

### Course Outline

At the end of the course delegates will be able to customise features, run advanced queries and perform calculations. This course is available for Microsoft Office 2003, 2007 and 2010.

### Course Content

- Understanding the Version Interface
- Customising Access Menus and Toolbars
- Creating a SubForm
- Removing a Form Header and Footer
- Customising a Form
- Creating Nested SubForms
- Creating Expressions in Forms
- Calculating Totals in a SubForm
- Creating Custom Calculations
- Using Aggregate Functions with Calculated Fields
- Using Dates in a Query
- Creating Calculated Date Fields
- Creating a Parameter Query
- Creating a Crosstab Query
- Creating an Append Query
- Creating a Select Query
- Customising a Report
- Adding Background Pictures and Colour to a Report
- Creating Command Buttons
- Adding a ScreenTip

### Training Needs Assessment

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### Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

### Investment

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