



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX7410
Course Name: Microsoft Access - Advanced
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

This class is designed for students who have mastered the skills covered in the Introduction course for Access. Students will learn how to import and export data, use data access pages, use Internet features, create advanced queries, create advanced forms and reports, create a switchboard, create macros and modules, and convert databases.

Objectives:

- Importing and Exporting Data
- Analyzing Database Design
- Creating Advanced Queries
- Creating Advanced Reports
- Managing Database Objects
- Creating Macros
- Creating Modules and VBA
- Managing the Database

Content:

1. Importing and Exporting Data
 - Importing Data from Excel
 - Linking Data
 - Exporting Data to Excel
 - Analyzing Data with Excel
 - Publishing Data to Word
 - Merging Data with Word

2. Analyzing Database Design
 - Normalizing Data
 - Analyzing Relationships
 - Evaluating Tables
 - Improving Fields
 - Using Subqueries
 - Analyzing Queries
 - Analyzing Forms and Reports



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

3. Creating Advanced Queries
 - Querying for Top Values
 - Creating a Parameter Query
 - Modifying Query Properties
 - Creating a Make Table Query
 - Creating an Append Query
 - Creating a Delete Query
 - Creating an Update Query
 - Specifying Join Properties
 - Finding Unmatched Records

4. Creating Advanced Reports
 - Applying Advanced Formatting
 - Grouping Controls
 - Setting Advanced Print Layout
 - Creating and Modifying Charts
 - Applying Chart Types
 - Creating Multi-Column Reports
 - Creating Mailing Labels

5. Managing Database Objects
 - Working with Objects
 - Using the Documenter
 - Grouping Objects
 - Modifying Shortcuts and Groups
 - Creating a Dialogue Box
 - Creating a Pop-Up Form
 - Creating a Switchboard
 - Modifying a Switchboard

6. Creating Macros
 - Understanding Macros
 - Creating a Macro
 - Modifying Actions and Arguments
 - Creating a Macro Group
 - Setting Conditional Expressions
 - Working with Events
 - Assigning a Macro to a Command Button
 - Troubleshooting Macros



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

7. Creating Modules and VBA
 - Understanding Modules and VBA
 - Comparing Macros and Modules
 - Creating Functions
 - Using If Statements
 - Documenting Procedures
 - Examining Class Modules
 - Creating Sub Procedures
 - Troubleshooting Modules

8. Managing the Database
 - Backing Up a Database
 - Converting a Database
 - Encrypting a Database and Setting a Password
 - Changing Access and Startup Options
 - Analyzing Database Performance
 - Analyzing Table Performance
 - Splitting a Database
 - Compacting and Repairing a Database

Prerequisites:

- Introduction to Access or equivalent experience

Method of Instruction:

- Lecture, hands-on and demonstration

Evaluation:

- Exam: NO
- Demonstration of Skills: YES
- Class Participation: YES