

Making the Most of Access

Seminar Overview

This half-day hands off seminar builds on the knowledge gained in the Getting Started with Access seminar and includes time saving tips, tricks and shortcuts including some hidden features you may not even know were there. It is an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity.

It is essential for anyone who wants to get the best out of Access tables, forms, queries and reports.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016 as well as Office 365.

Seminar Prerequisites

The seminar is ideally suited to delegates who already have a basic working knowledge of Access or who have attended our Getting Started with Access seminar. Please note it is not for beginners. Delegates must have created and edited an existing table. They must understand fields and basic field properties. They must have created a simple form through which they can add and edit records, a simple query and a basic report.

Seminar Content

Access Tables

Learn about advanced field properties and find out how much more control you have of your data when using these correctly. Let us show you how to use validation rules and input masks to determine input patterns. Do you understand how indexes work to increase the speed of data retrieval? Let us show you how to build and control these.

Can you create a multiple field primary key? Find out how and why you would want to do this.

Linking Tables

Do you know the rules for linking tables? Do you really understand what Enforce Referential Integrity means? Let us explain this.

Access Forms

What is the quickest way to build a form? Let us show you how. Have you used form headers and footers? Learn about the Toolbox and the options this provides for your forms to make them more professional and efficient. Let us show you how to use Form Properties to disable various component parts of your forms. Learn the many different ways to use a Combo box.

Access Queries

We will show you how to use criteria, calculations and powerful functions in your queries including joining text fields, extracting parts of text fields, using a conditional function and manipulating dates and times. Learn how to use parameters queries so that users can enter criteria when running a query. Do you know how you can quickly summarise grouped data in a query?

Access Reports

See how you can base your Access reports on a parameter query. We will show you how to quickly and easily use OfficeLinks to take data from Access into Word and Excel. Can you print your Access objects? We will show you how to use the Documenter to print the design view of your objects.