

# Microsoft Access Advanced

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## Overview

For anyone seeking to create a relational database with a user-friendly customised interface.

On completion of this course delegates will be able to:

- ✓ Automate using macros
- ✓ Produce a customised interface to facilitate using the database.

## Course Content

### Database Design

- Design and develop databases and data models
  - Normalisation and Entity Relationship Diagrams
- Importing data tables into an Access database
- Linking data tables into an Access database
- Database tools and utilities

### Special Queries

- Find duplicates query
- Find unmatched query
- Cross tab query

### Creating Macros

- Using the Macro Builder
- Macro actions and arguments
- Running macros Using Macros
- Assigning macro to form event properties
- Creating conditional macros
- Using submacros

### Creating and Using a Switchboard

- Customising start up options for enabling switchboard use

