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Discover
yourself...

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

Microsoft Access (Advanced)

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Know how to use the commands, and shortcut keys to operate the program efficiently
- Demonstrate knowledge relating to terminology, concepts and ideas relevant to the program
- Create complex tables and forms either supplied or created and know the underlying concepts behind their creation
- Create a variety of reports and queries to a high standard of presentation and accuracy, acceptable to an office situation

COURSE PRE-REQUISITES

- Basic knowledge of the operating system (such as Windows 98, XP)
- Completion of Basic Microsoft Access

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

COURSE OUTLINE

- Review
 - Creating and modifying queries, form and reports
- Creating Advanced Queries
 - Join types
 - Using calculations
 - Top value queries
 - Creating parameter queries
- Cross-Tab Queries
 - What if?
 - Cross tabulation
 - Creating cross tabs with query wizard
 - Manually creating cross-tab queries
 - Using Criteria with cross-tab queries
- Creating Action Queries
 - What are action queries?
 - Creating 'make table', 'delete', 'append' and 'update' queries
- Creating Macros
 - An introduction to macros
 - Attaching the macros to command buttons
 - Creating an auto exec macro
- Creating Advanced Forms
 - Subforms
 - Subforms with the Form Wizard
 - Using the subform
 - Creating forms based on parameter queries
- Adding graphics to forms
- Advanced Form Controls
 - Creating calculated controls
 - Creating totals
 - Naming a control
 - Referring to a control from the main form
 - Other calculations
 - Setting advanced control properties
 - Creating multi-column combo boxes
- Creating Advanced Reports
 - Creating reports based on parameter queries
 - Creating group reports
 - Adding graphics to reports
- Using Access with Other applications
 - Mail merge with Word
 - Analysing data with Excel
 - Using output to command
- Creating Charts
 - Creating a chart with form wizard
 - Creating a chart by changing the way data is plotted
 - Legends, Grid lines, Titles, Patterns, Data Labels
 - Updating a chart in a form
 - Adding a chart to an existing report
 - Modifying the chart
- Application building blocks
 - Displaying and querying system tables