



Cleary  
Training  
Associates



Customised IT Training & Development

## Course Outline | Microsoft Access Level 3

**Duration:** 1 Day

**Objectives:** Students will learn how to build useful Access applications with the focus on practical design and development issues relating to the production of commercial systems.

**Prerequisites:** This course is aimed at existing users of Microsoft Access who have attended the Microsoft Access Level 1 and Level 2 course or who have a good knowledge of Microsoft Access.

### Revision of the Basics

- Field Properties
- Format Properties
- Input Masks
- Validation Rules

### Enhancing Report Design

- Adding sections to reports
- Creating sub reports
- Page Layouts
- Functions in reports

### Introduction to Macros

- Creating a Macro
- Macro Groups
- AutoExec Macro
- Auto Keys Macro
- Conditions in Macros

### Using Macros with Forms

- Responding to an event property
- Creating a main menu form
- Message boxes
- Command buttons
- Finding records
- Query by form

### Working with Dialog Boxes

- Creating a dialog box
- Automating a dialog box

### Enhancing Forms

- Adding controls
- Working with combo boxes
- Working with calculated controls
- Control properties
- Working with subforms