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- Tutor-led training
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Microsoft Access Advanced

Introduction	Microsoft Access is one of the world's leading desktop database programs which takes full advantage of the Windows environment.
Objectives	To build on existing knowledge of Access XP, giving users further understanding to a level of competence sufficient to produce sophisticated database applications for others to use.
Designed for	Database developers who want to improve the reliability databases and the user interface for use by teams of people.
Duration	One day
Topics	Review of Basic Skills Database design objectives Creating a relation model Creating tables Forms Creating a linked form Calculated fields in forms Expression builder List boxes and combo boxes Option fields & groups Buttons Check boxes Querying the Database Using different table join-types Action queries Find duplicate Find unmatched Reports Multiple table reports Controlling Grouped reports Calculated fields Summary fields Macros Using command button wizard Using a macro to open a form

Follow-up Individual consultancy and tuition as required

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