

## Advanced Ms. Access

### Course Overview:

This module is a high-level certification program which presents candidates with the opportunity to bring their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports, and to perform complex mathematical and statistical calculations, thus saving time and improving productivity in the completion of tasks

### Course Objectives

1. Apply advanced formatting options such as conditional formatting and customized number formatting and handle worksheets.
2. Use functions such as those associated with logical, statistical, financial and mathematical operations
3. Create charts and apply advanced chart formatting features
4. Work with tables and lists to analyze, filter and sort data. Create and use scenarios
5. Validate and audit spreadsheet data
6. Enhance productivity by working with named cell ranges, macros and templates
7. Use linking, embedding and importing features to integrate data Collaborate on and review spreadsheets.
8. Apply spreadsheet security features

### Course Duration: 20 Hours

### Course Outline:

#### Section 1: Creating a New Database & Table

#### Section 2: Queries

- 2.1 Using Wildcards in a Query
- 2.2 Sum
- 2.3 Count
- 2.4 Not and Null Queries
- 2.5 Group By
- 2.6 Using Mathematical operators
- 2.7 Average Values
- 2.8 Maximum and Minimum Values
- 2.9 Calculated Fields in Queries
- 2.10 Parameter Queries

**Section 3: Relationships**

**Section 4: Field Properties**

**Section 5: Forms**

- 5.1 Main/sub form: form wizard
- 5.2 Main/sub form: sub form wizard
- 5.3 Main/sub form: manual
- 5.4 Linking forms
- 5.5 Multiple table forms

**Section 6: Form Controls**

- 6.1 Calculated fields
- 6.2 Command button
- 6.3 Combo box
- 6.4 List boxes
- 6.5 Check boxes
- 6.6 Option groups
- 6.7 Tab control

**Section 7: Reports**

- 7.1 Grouped report: wizard
- 7.2 Grouped report: manual
- 7.3 Calculated fields
- 7.4 Calculating percentage

**Section 8: Import and Export Data**

**Section 9: Action Queries**

- 9.1 Append query
- 9.2 Delete query
- 9.3 Make-table query
- 9.4 Update query

**Section 10: Query Wizards**

- 10.1 Crosstab query
- 10.2 Find duplicates query
- 10.3 Find unmatched query

**Section 11: Macros**