



# Microsoft Access 2016

## MS Access 2013/2016 Advance

Date	Venue	Early Bird
8-9 <sup>th</sup> March 2018	Training Centre, Plaza Pantai KL 9-5pm	26 <sup>th</sup> February 2018
21-22 <sup>nd</sup> June 2018		11 <sup>th</sup> June 2018

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## Customizing Apps (I)

- Creating a Custom App from Scratch
- Adding a Template Table Adding a Blank Table
- Importing Access 2010 Tables

## Customizing Apps (II)

- About Custom Actions
- Adding a Custom Actin
- Editing a Custom Action
- Deleting a Custom Action

## Customizing Apps (III)

- About User Interface Macros
- Creating an Embedded Macro
- Creating a Standalone macro
- Saving Your App as a Package

## Working with Validation Rules and Messages

- Creating a Field Validation Rule
- Creating a Field Validation Message
- Creating a Validation Rule
- Creating a Validation Message
- Testing Validation Rules

## Working with Macros

- Creating a Before Change Event
- Working with the Macro Tools Design Tab
- Working with the Action Catalog
- Creating an After Event
- Creating a Named Macro
- Renaming or Deleting Macros

## Advanced Query Tasks

- Using Query Design View
- Creating Ad Hoc Relationships
- Creating an Update Query
- Creating a Parameter Query
- Comparing Two Tables by Using a Join

## Designing Forms

- Common Formatting Tasks
- Using Themes
- Working with Controls
- Adding Header and Footer Elements
- Arranging Form Elements
- Formatting Forms

## Advanced Reporting Tasks

- Using Report Sections
- Using Conditional Formatting
- Grouping and Sorting Data
- Adding Calculated Controls
- Creating Labels

## Advanced Database Tools

- Using the Database Documenter
- Analyzing Table Performance
- Analyzing Database Performance
- Repairing a Database
- Compacting a Database
- 

## Working with the Access Environment

### Working with Database Properties

- Encrypting a Database with a Password
- Using Save Object As
- Setting Access Options