Full Circle
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MICROSOFT OFFICE ACCESS 2016
ADVANCED DESIGN, LINKING TO DATA & MACROS

View Schedule | **Register Now**

Importing & Linking to External Data

- Importing Data
- Linking Data to an Access Table
- Using the Linked Table Manager
- Exporting Data

Advanced Database Features

- Converting Files
- Printing a Relationship Document
- Compacting a Database
- Using Name AutoCorrect
- Backing Up a Database

Adding a Database Password

- Encrypting a Database with a Password
- Opening & Decrypting a Database
- Removing a Database Password

Working with Indexes

- Viewing Indexes
- Creating a Single Field Index
- Creating a Multiple Field Index
- Deleting an Index
- Creating a Multiple Field Primary Key

Advanced Form Design

- Using Forms in Design View
- Creating a Combo Box
- Editing List Items
- Creating a List Box
- Creating an Option Group
- Adding a Logic Control
- Setting the Tab Order
- Adding a Form Header & Footer
- Creating a Blank Form

Using Switchboards to Create a Main Menu

- Creating a Switchboard Form
- Adding Command Button to Switchboard
- Setting Database Startup Options

Using Subforms & Subreports

- Working with Subforms/Subreports
- Creating a Subform/Subreport
- Editing the Layout of a Subform
- Displaying a Subform in Datasheet View
- Displaying a Subform/Subreport Total

Advanced Report Design

- Adding Report Sections in Design View
- Creating a Calculated Control
- Creating a Running Summary
- Inserting a Date/Time Control
- Inserting a Page Break
- Changing the Report Margins
- Using the Label Wizard
- Creating a Report without Using a Wizard

Splitting Forms

- Creating a Split Form
- Converting an Existing Form to a Split Form
- Editing a Split Form
- Adding a Command Button
- Saving a Form as a Report

Creating Macros

- Working with Macros
- Opening the Macro Tools Window
- Creating a Macro
- Displaying Macro Design Arguments
- Assigning an Argument to an Action
- Saving a Macro
- Using Single Step Mode for Testing
- Running a Macro
- Editing an Existing Macro

Macro

- Creating Embedded Macros
- Assigning a Macro to a Control
- Creating a Command Button
- Adding a Condition to a Macro
- Creating a Group Macro
- Creating an Autoexec Macro

Customizing The Navigation Pane

- Creating Custom Categories
- Creating Custom Groups
- Adding Database Objects to a Group
- Show/Hide the Unassigned Objects Group
- Deleting Objects from a Group