

Course	Access Level Three
Length	Six hours delivered in two 3-hour sessions.
Audience	People who enroll in this course should be using Access on a regular basis. Participants will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms.
Prerequisites	Students enrolling in this course should be able to work with Access at an intermediate level and understand Access terminology. They must have completed the Access Level One and Level Two courses or have equivalent experience.
Topics	<p><i>Module 1: Parameter and Action Queries</i></p> <ul style="list-style-type: none">◆ Creating action queries◆ Creating parameter queries <p><i>Module 2: Query Joins and Crosstab Queries</i></p> <ul style="list-style-type: none">◆ Joining tables and working with join properties◆ Creating crosstab queries◆ Editing limitations in query datasheets <p><i>Module 3: Using Advanced Form Techniques</i></p> <ul style="list-style-type: none">◆ Organizing field placement◆ Using functions to control data entry◆ Adding an option group to a form◆ Using a form as the user interface◆ Creating a form that contains a subform <p><i>Module 4: Creating Basic Macros to Automate Forms</i></p> <ul style="list-style-type: none">◆ Macro basics◆ Attaching a macro to a command button◆ Attaching a macro to an event in a form <p><i>Module 5: Using Macros to Automate Tasks</i></p> <ul style="list-style-type: none">◆ Using a macro to provide user interaction◆ Using macros to automate data entry◆ AutoKeys and AutoExec macros <p><i>Module 6: Using Advanced Report Techniques</i></p> <ul style="list-style-type: none">◆ Customizing the appearance and functionality of a report◆ Mailing and other types of labels