

## Information Technology and Computer Skills Training

### **ACCESS 2016 - ADVANCED**

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

#### Course Content

Learners who attend this Advanced Level workshop will receive information to increase their proficiency in the following areas:

##### **Lesson 1: Working with Macros**

- Creating a Macro
- Adding Additional Macro Actions
- Running a Macro Step-by-Step
- Assigning a Macro to a Command Button
- Creating a Macro Group
- Using a Macro Group
- Using Macro Conditions
- The AutoExec Macro
- Creating an AutoKeys Macro
- Creating a Data Macro
- Adding a Macro to the Quick Access Toolbar

##### **Lesson 2: Creating a Menu System**

- Creating a Switchboard
- Adding Switchboard Items
- Using the Switchboard
- Editing a Switchboard
- Setting Startup Options
- Creating a Navigation Form

##### **Lesson 3: Working with Forms & Reports**

- Adding a Subform using the Subform/Subreport Tool
- Modifying a Subform
- Aligning Controls to Each Other
- Creating an Option Group
- Edit Sorting and Grouping Levels
- Inserting Total Fields
- Using Rectangles, Lines & Borders

##### **Lesson 4: Database Tools & Maintenance**

- Using Compact & Repair
- Changing Database Properties
- Documenting a Database
- Analyzing a Database
- Viewing Object Dependencies
- Backing Up a Database
- Splitting a Database
- Setting a Database Password

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