

## Course syllabus

### CATEGORY

Vypnuté kurzy

### TRAINING FORMAT

In Bratislava or online  
with a lecturer

### PRICE EXCL. VAT

**270,00 €**

### PRICE INCL. VAT

**332,10 €**

including 23 % VAT

# Access Advanced

Clear overview of course topics, training scope and key information.

The Advanced Access training is intended for users who know the basic concepts of relational databases and can use the program at a moderately advanced level.

### COURSE CONTENT

01

#### Tables, Relationships

Review of working with a table: creating and editing a table, relationships between tables.

Creating linked tables from another file or another data source.

02

#### SQL Language Commands

SELECT, FROM, JOIN, WHERE, GROUP BY, HAVING, ORDER BY.

03

#### Aggregate Functions

MIN, MAX, AVG, SUM, etc.

Composing a WHERE condition – AND and OR operators, LIKE operator.

04

#### Use and Modification of Join Types in a Query

LEFT, RIGHT and INNER JOIN.

05

#### Examples of Nested SQL Commands

Examples of joining queries with tables and queries with queries.

06

#### Forms

Using forms, form design, using a wizard, form properties.

Basic form controls and their properties.

Nested forms.

07

## Creating Intelligent Elements in Forms, Macros

Using macros.

Basics of programming techniques and event types.

Switchboard manager function.

08

## Database Administration

Repair, compression, database splitting, conversion.

Security – password, user and group accounts.

09

## Discussion

Discussion.

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This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

<https://www.macrosoft.sk/en/courses/access-advanced>