Access
Level 4

ThoughtAndMemory
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Microsoft Office Training

A one day course for people highly experienced with Microsoft Access

Prerequisites

This course assumes the student has completed the preceding Levels, or have equivalent knowledge.

Chapter 1 - Charts and PivotTables

Create a Chart
Modify the Chart
Remove the Dummy Data
Conditional Formatting
PivotTables And PivotCharts Are Not Supported In Access 2103

Chapter 2 - Macros

What are Macros?
Create a Simple Macro
Collapse and Expand Action Arguments
Run and Edit Macros
Adding Comments
Access Macro Actions
Assign a Macro to an Event
Create a Group of SubMacros
Create Buttons on a Form
Copy and Paste a Control
Create a Conditional Macro
Error Trapping
Interactions - MessageBox

Interactions - MsgBox as a Function
Interactions - InputBox and SetTempVar

Chapter 3 - Security

Where is User-Level Security?
Convert the Database
Enable Content
Encrypt with a Database Password
Add Trusted Locations
Create a Self-Signed Certificate
Package and Sign the Database
Extract the Packaged Database
Remove a Trusted Publisher

Chapter 4 - Modules

Create a Module
Convert a Macro to VBA
Interpret the VBA Code
Edit the Code
IntelliSense
Standard and Class Modules
Add VBA to a Form Event
VBA Errors