



**THE  
ENTERPRISE  
CENTRE**

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**Access 2003  
Advanced  
ENT1516**

2 Days

**Workshop Goal**

This **two-day** hands-on workshop will show participants how to enhance their database applications by using the advanced features of Microsoft Access.

**Topic Outline**

- Using Advanced Database Features
- Using Advanced Form Design
- Using Charts
- Using Subforms / Subreports
- Using Other Form Techniques
- Using Editing Tools
- Using Activex Controls
- Working With Indexes
- Replicating Databases
- Using Advanced Report Design
- Creating Macros
- Using Macros
- Using Switchboards
- Creating Custom Toolbars
- Exporting Data To Excel And Word
- Using Access And The Internet

**Recommended Prior Learning**

Completion of the **Access Introduction** workshop or equivalent knowledge. Familiarity with data management principles and terminology is desirable.