

Course : Access, advanced

optional remote TOSA® certification

Practical course - 3d - 21h00 - Ref. ACE

Price : 1350 CHF E.T.

This course introduces you to the advanced features of Access. It covers complex queries, different types of joins, interactive forms and reports, data transfer and macros.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Design the architecture of a relational database
- ✓ Make the most of query possibilities
- ✓ Optimize data entry and consultation forms
- ✓ Produce reports containing calculations and statistics on data
- ✓ Use data from other applications
- ✓ Automate with macro commands, discover the VBA environment

Intended audience

Any Access user wishing to practice the advanced features of this tool.

Prerequisites

Know the basics of Access or have taken the Access introductory course.

Practical details

Exercise

Discussions, experience sharing, demonstrations, tutorials and case studies to train you throughout the course.

Teaching methods

Active pedagogy based on exchanges, practical case studies and assessment of skills acquired throughout the course.

Course schedule

PARTICIPANTS

Any Access user wishing to practice the advanced features of this tool.

PREREQUISITES

Know the basics of Access or have taken the Access introductory course.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Advanced analysis

- Model a database and optimize table structure.
- Identify relationships, apply referential integrity.
- Control fields, data types and their properties.
- Discover the big data type (bigint).

Demonstration

Presentation of logic analysis examples.

2 Perform advanced queries

- Manage multi-table queries, internal and external joins...
- Identify mismatches and duplicates.
- Perform parameterized queries.
- Handle functions (date, text, condition, grouping, etc.) and cross-analysis queries.
- Use SQL to create Union queries.
- Use Action queries: add, update, delete, create tables.

Hands-on work

Perform queries using several types of joins. Check database integrity (duplicates, orphans). Calculate and modify data with Action queries.

3 Creating elaborate forms

- Learn about form types, page mode/create mode, sub-forms.
- Calculate in a form: by record, by group.
- Easy input: linked control, independent control, drop-down lists...

Hands-on work

Create forms and sub-forms. Integrate text fields, lists, calculations and statistics.

4 Mastering advanced states

- Master complex states and their sections.
- Link a substate to a main state.
- Manage report formatting: page breaks, grouping, graphics, etc.
- Calculate in reports with groupings. Statistics.

Hands-on work

Create reports using simple and successive groupings. Create a form associated with a report.

5 Automate data processing

- Set startup options.
- Understand embedded and independent macros.
- Structure a macro, set conditions.
- Choose macros or VBA automation.

Hands-on work

Automate external data processing.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Access and other products

- Import and export data: txt, csv, Excel, dBase files.
- Use a networked database: split, share, manage linked tables.

Hands-on work

Create DCTs on Access data. Create a mailing in Word.

Options

Certification : 80€ HT

TOSA® certification certifies the learner's skills on a 1,000-point scale for a period of 3 years. The TOSA® diploma is sent if the learner's score exceeds 551 points. Once the exam has been completed, the learner can consult his or her results on-line, and receives a certificate by e-mail, together with a detailed report on his or her skills and diploma within 5 days. The exam lasts 1 H 00 and consists of 35 exercises alternating between manipulations on the software and multiple-choice questions, the difficulty of which varies according to the learner's answers. Without specific request, it is given by default in French and on the most recent software version. The course is monitored by software and recorded for compliance control purposes.

The certification option comes in the form of a voucher or invitation that will allow you to take the exam at the end of the training course.

Dates and locations

REMOTE CLASS

2026 : 8 June, 14 Sep.