



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Microsoft Access Advanced Course

This comprehensive Access Advanced MAC 2011 Course builds on the grounding which was learnt in the Access MAC Essentials and Intermediate 2011 courses.

The Access Advanced 2011 MAC course covers some of the more advanced features and functions of Access MAC 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 Access Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formula.

This course will prepare the delegate for more advanced Access MAC 2011 courses. The delegate receives an Access Advanced 2011 MAC manual and an electronic attendance certificate on completion of the Access Advanced 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

- Table of contents
- How to use this manual
- Indexing a table
- Creating an index
- Modifying an index
- Multiple-field indexes
- Parameter queries
- Specifying data type
- Creating multiple parameter prompts
- Crosstab queries

- Editing the crosstab
- Designing forms
- Using the form wizard
- Customizing the form
- Displaying the field list
- Selecting controls
- Re-sizing controls
- Copying a control
- Deleting controls
- Undoing your actions

TOC Continue...

Aligning controls	Re-sizing controls
Applying attributes	Copying a control
Changing fonts & point size	Deleting controls
Changing the colour of the font	Undoing your actions
Adjusting line style and colour	Aligning controls
Adding special effects	Adding a calculated control
Changing fill/back colour	Formatting the report
Customizing properties	Changing the type of report
Using the drawing tools	Displaying/hiding report items
Adding a chart to your form	Applying attributes
Saving/opening a form	Changing fonts & point size
Saving the form	Changing the colour of the font
Closing a form	Adjusting line style and colour
Opening a form	Adding special effects
Advanced form features	Changing fill/back colour
Bound & unbound objects	Customizing properties
Adding a bound object	Using the drawing tools
Adding unbound objects	Displaying choices with option groups
Adding a combo/list box	Adding background pictures to the report
Creating an option gr	Saving/closing a report
Adding command buttons to the form	Saving the report
Adding control tips to the form	Opening a report
Adding background pictures to the form	Closing a report
Creating reports	Practice exercise
Using the report wizard	Backing up/restoring your database
Printing options	Using database utilities
Changing margins	Working with an older database
Changing paper size	Saving a database as a previous version
Changing the column layout	Compacting a database
Previewing the report	Backing up your database
Printing the report	Linked table manager
Customizing the report	The switchboard manager
Displaying the field list	Database startup options
Selecting controls	

OFFSITE, OUR VENUE, prices from R 2295 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports.

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
([Excel Automation](#))

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
([MS Project](#))

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679
(Office Hours)
Website: www.collegeafricagroup.com
CAG [Newsletter](#)