COURSE GUIDE / OFFICE & PRODUCTIVITY SOFTWARE

Advanced Microsoft Access

Database applications & automation

Extend your Access skills into more capable database applications using advanced queries, forms, reports and introductory VBA.

8
syllabus modules

Learn. Build.
A guided practical project

Completion certificate
Fin Computer Class



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VIEW COURSE ONLINE

01 / YOUR LEARNING PLAN

Make this skill your own.

WHO THIS COURSE IS FOR

Access users, office developers and administrators maintaining small departmental databases.

BEFORE YOU BEGIN

Comfort designing related tables and creating basic Access queries, forms and reports.

After this course, you can...

- Design a maintainable database application
- Automate suitable form and reporting tasks
- Prepare a tested front-end/back-end deployment plan

YOUR PRACTICAL PROJECT

Department database application

Develop a customer/order or inventory workflow with a navigation form, validated entry screens, parameterised reports, basic automation and a documented backup/deployment plan.

SOFTWARE & COURSE SETUP

Requires Microsoft Access on Windows. Deployment exercises use practice data and an agreed local setup; enterprise administration is outside this course.

Your teacher confirms the final module sequence, software setup, lesson schedule and fees before enrolment. Software licences and hosting are separate unless explicitly included.

02 / COMPLETE SYLLABUS

Advanced Microsoft Access syllabus

Live explanations, worked examples and guided practice. Use the modules below as your learning roadmap.

01 Review and improve database design

- Analyse an existing schema and remove unnecessary duplication
- Choose keys, relationships and useful indexes
- Set validation and handle optional relationships
- Document field meaning and business rules

02 Advanced queries and Access SQL

- Write SELECT queries with joins and calculated expressions
- Use totals, crosstab queries and parameter queries
- Create UNION queries and introductory subqueries
- Preview and back up before append, update or delete queries

03 Advanced forms and interface design

- Use main forms, subforms and synchronised selections
- Build search and filter interfaces with clear reset behaviour
- Configure events, validation messages and navigation
- Handle empty results and cancelled data entry

04 Reports and reusable output

- Create grouped reports with calculated totals
- Use subreports and parameter-driven report sources
- Generate suitable PDF outputs and print selections
- Check totals, page breaks and missing-data cases

05 Macros and VBA foundations

- Understand event procedures and the VBA editor
- Use variables, conditions, loops and reusable procedures
- Work with form controls and common object properties
- Add basic error handling and trace unexpected behaviour

06 Data access and integration

- Use introductory DAO recordset operations in controlled examples
- Import and export data with repeatable checks
- Work with linked tables and understand connection requirements
- Discuss SQL Server back-end options without treating Access as a server

07 Deployment and maintenance

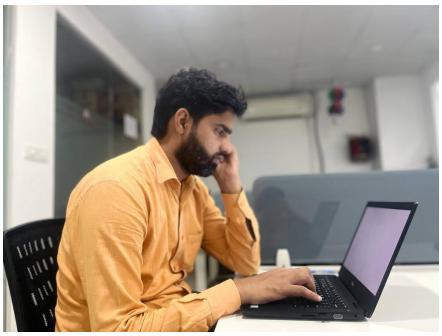
- Split front-end objects from back-end data
- Plan local front-end copies and multi-user testing
- Discuss trusted locations, file permissions and backup routines
- Understand that an ACCDE file is not a substitute for data security

08 Application project and review

- Build the end-to-end departmental workflow
- Test invalid entries, concurrent edits and missing records
- Document installation, recovery and maintenance steps
- Present the application and identify when a larger database platform is needed

03 / YOUR TEACHER & NEXT STEP

Personal guidance. A clear way forward.



Yatendra Kumar Awana

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Learn step by step with demonstrations, practical work and feedback. Ask questions as you practise, and discuss your starting level before choosing a learning plan.

Your course completion certificate

Fin Computer Class provides an institute completion certificate after you finish the agreed lessons, required assignments and final project or practical assessment.

- Complete your course practice and submit the required work.
- Review the result with your teacher and finish any corrections.
- Confirm the certificate format and issuing process when you enrol.

This is an institute completion certificate, not an external vendor certification or a government qualification. External exams have separate registration, fees and requirements.

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