

IDOX group

Course Profile Power Boost – Advance Access with *UNI-form*

Duration: 1 Day

Participants: *UNI-form* users who have attended the Using MS Access with *UNI-form* course and who want to learn how advanced MS Access features can boost their ability to exploit their *UNI-form* data.

Objectives: By the end of this course you will be able to:
Correctly use some of the more advanced features of MS Access with *UNI-form* databases.

Content:

- **Advanced Queries**
 - Make Table Queries
 - Top Value Queries
 - Crosstab Queries
 - Find Unmatched Queries
 - Find Duplicate Queries
- **Using Access Forms**
 - Creating Forms and Switchboards
 - Adding Navigation and Tab Controls
 - Linking Forms to Reports and Queries
 - ActiveX Controls
- **Creating Macros**
 - Create a Macro
 - Running Macros
- **Database Utilities**
 - Compacting and Repairing Databases
 - Creating MDE Files
- **Database Tools**
 - Using the ODBC Reconnect Form