

ACCESS LEVEL 2

Advanced Tables and Queries

Synopsis:

This module concentrates on modifying tables, setting field properties, action query design, the use of operators in queries and advanced query wizards. Students will also learn how to use advanced database features, including backing up a database and importing and exporting data.

Prerequisites:

An understanding of Windows and Access Basic

Objectives:

- Modify tables
- Set field properties
- Use operators in queries
- Design advanced queries
- Create action queries
- Use advanced query wizards
- Use advanced database features

This module includes:

Modifying Tables

- Inserting a column into a table
- Changing a column name
- Deleting a column
- Inserting a lookup column
- Inserting a hyperlink column
- Creating a many-to-many relationship

Setting Field Properties

- Using field properties
- Limiting field size
- Setting number formats
- Setting date/time formats
- Setting yes/no formats
- Setting default values
- Setting validation rules
- Creating an input mask with a wizard
- Creating an input mask manually
- Creating a custom input mask
- Typing a lookup list
- Modifying lookup properties

Using Operators in Queries

- Using comparison operators
- Using an And condition
- Using an Or condition
- Using the Between And Operator
- Using the Expression Builder
- Using a wildcard character

Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query

ACCESS LEVEL 2

Advanced Tables and Queries

Creating Action Queries

- Creating a Make Table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query

Using Advanced Query Wizards

- Using the Crosstab query wizard
- Using the Find Duplicates query wizard
- Using the Find Unmatched query wizard

Using Advanced Database Features

- Importing data
- Linking data to an Access table
- Using the Linked Table Manager
- Exporting data
- Converting files
- Printing a relationship report
- Compacting a database
- Using Name AutoCorrect
- Backing up a database

Forms and Reports

Synopsis:

This module focuses on editing forms and reports. Students will learn how to use advanced editing techniques, and how to manipulate controls and layouts.

Prerequisites:

An understanding of Windows and Access Basic

Objectives:

- Use controls & layouts
- Manipulate form controls in design view
- Use design view
- Use advanced form and report design
- Use editing tools

This module includes:

Using Controls & Layouts

- Switching views
- Using controls
- Using control layouts
- Using a stacked layout
- Using a tabular layout
- Removing a control from a layout
- Moving controls
- Viewing a control property

Manipulating Form Controls in Design View

- Selecting non-adjacent controls
- Selecting adjacent controls
- Deleting controls
- Sizing a control by dragging
- Sizing controls automatically
- Setting control margins
- Setting control padding
- Hiding the ruler
- Disabling the Snap to Grid feature
- Displaying the Field List
- Adding a field
- Adding a field from another table
- Moving part of a paired control
- Aligning controls
- Spacing controls

Using Design View

- Adding a label
- Adding an image
- Adding a rectangle
- Adding a line
- Editing an unbound control
- Using multiple undo/redo in design view

Using Advanced Form Design

- Using forms in design view
- Creating a combo box
- Editing list items
- Creating a list box
- Creating an option group
- Adding a logic control
- Setting the tab order automatically
- Setting the tab order manually
- Adding a form header and footer

Forms and Reports

Creating a blank form

Using Editing Tools

- Changing the font
- Changing the font size
- Changing the character format
- Changing the font color
- Change fill and background colors
- Formatting lines and borders
- Applying special effects
- Using conditional formatting
- Using the Format Painter
- Using AutoFormat
- Using error checking
- Running the spell checker
- Setting AutoCorrect options
- Adding AutoCorrect entries

Using Advanced Report Design

- Adding report sections in design view
- Creating a calculated control
- Creating a running summary
- Inserting a date/time control
- Inserting a page break
- Changing the report margins
- Using the label wizard
- Creating a report without using a wizard