

Course Outline | Access Intermediate

1 day(s)

Overview

Your training and experience using Microsoft Access has given you basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access will result in a robust, functional database for your users.

Target Student

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Prerequisites

To ensure your success, we recommend that you first take an introductory course, such as Microsoft Access Introduction, or have equivalent knowledge and skills

Course Outline

Trusted Locations & Default Locations

- Specifying a trusted location
- Specifying the default file location

Queries

- Creating a query
- Adding (and removing) criteria to a query
- Running a query
- Editing criteria in a query
- Creating a two table query and sorting the results
- Refining your query
- What are wildcards?
- Deleting a query
- Hiding and un-hiding fields within a query

Reports

- What are reports?
- Creating a simple report
- Using the report wizard
- Modifying the report view
- Widening a report column
- Modifying the report title
- Adding a logo to a report
- Formatting a form using themes
- Modifying field names within a report
- Inserting and formatting the date & time
- Adding existing fields to a report
- Resizing reports for printing
- Totals
- Closing a report
- Deleting a report

Lookup Tables And Input Masks

- What is a table lookup?

Course Outline | Access Intermediate

- Creating a lookup within a field
- Modifying a lookup within a field
- Deleting a lookup within a field
- What is an input mask?
- Creating an input mask
- Modifying an input mask
- Deleting an input mask
- What does data entry required/not required mean?
- Modifying a field to require data entry
- Modifying a field so that it does not require data entry

Relationships

- What is a one-to-one relationship?
- Creating a one-to-one relationship
- Modifying a one-to-one table relationship
- Deleting a one-to-one table relationship
- What is a one-to-many table relationship?
- Creating a one-to-many relationship
- Modifying a one-to-many relationship
- Deleting a one-to-many relationship
- What is a many-to-many relationship?
- Creating a many-to-many relationship using a junction table
- Modifying or deleting a many-to-many relationship
- What is referential integrity?
- Enforcing referential integrity
- Applying automatic updating of related fields
- Applying automatic deletion of related records

Joins

- Applying an inner join
- Modifying an inner join
- Applying an outer join
- Modifying an outer join
- Creating a subtract join
- Modifying a subtract join
- What is a self join?
- Applying a self join

Exporting

- What does exporting data mean?
- What is a spread sheet format?
- What is text only and csv format?
- What is a pdf file?
- What is an xml file?
- Exporting a table as an excel file
- Exporting a table as a text file (keeping data format & layout)
- Exporting a table as a text csv formatted file
- Exporting a table as a pdf formatted file
- Exporting a table as an XPS formatted file

Printing

- Considerations before printing
- Print previewing

Course Outline | Access Intermediate

- Which orientation, portrait or landscape?
- Adjusting the layout within print preview
- Setting page margins
- Printing a complete table
- Printing selected records
- Printing a query or reports
- Printing forms