

MS ACCESS - LEVEL 2



Computer Smart TRAINING CENTRE

Learning Outcomes: At the completion of this course, students will be able to create and maintain relational databases with a switchboard, create advanced queries and import and export data from other programs.

Pre-Requisites: Participants should have completed the MS Access Level 1.

Relational Queries:

- Create A Query In Design View
- Adding Tables To A Query
- Saving And Re-Using A Query
- Modify A Saved Query
- Create An Update Query
- Using Wildcards In Queries

Parameter Queries:

- Create A Parameter Query
- Display A Range Of Records
- Use Parameters In Expressions
- Date Range Parameter Queries
- Create A Value Range Parameter Queries

Calculated Fields:

- Format Calculations
- Calculate Across Two Tables
- Calculate Dates
- Use Criteria In Calculations
- Concatenating String Fields

Action Queries

- Creating A Make Table Query
- Viewing A Table Created By A Make Table Query
- Expressions & Update Queries
- Preparing An Update Query
- Running An Update Query
- Creating A Saved Update Query

Validate Data In Tables:

- Using Default Values
- Validation Rules And Text
- Create A Look Up Table

Formatting

- Changing Column Widths
- Changing Column Headings
- Formatting The DataSheet
- Changing Fonts
- Moving Columns
- Freezing Columns
- Hiding Columns
- Unhiding Columns

Database Protection:

- Set / Remove A Password
- Hide / Unhide An Object
- Display Hidden Objects

Create A Menu:

- Access The Switch Board Manager
- Create A Subsidiary Menu's
- Create Menu Items
- Link The Menus
- Modify The Menus
- Change The Start Up

Import And Exporting Records:

- Import From An Excel Spreadsheet
- Import From A Text File
- Back Up To A Table
- Data Integrity Issues
- Export A Table Into Excel
- Export A Selected Range Into Excel
- Export To A Text File

Macros

- Understanding Macros And VBA
- Creating A Macro
- Running A Macro
- Modifying An Existing Macro
- Interacting With The User
- Stepping Through A Macro
- Documenting Macros
- Understanding Macros And Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming An Event
- Running An Event Macro
- Modifying An Event Macro
- Adding A Close Button
- Creating A Search Macro
- Running The Search Macro
- Understanding The Search Macro
- Naming Macros

*** Bonus Topic *** Set Relationships: (optional)

- Table Relationships
- Creating Relationships
- Saving Relationships
- Editing Relationships
- Understand Join Types
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