

Microsoft Access - Intermediate

This course introduces the existing Access user to some of the more sophisticated aspects of data management. The participant will learn how to customize tables, forms and reports, and to create more powerful queries. Routine database maintenance and data import techniques are also covered.

Database design

- What is a relational database?
- Primary and foreign keys
- Relationships

Using field properties for protection

- Required
- Default value
- Input mask
- Validation rule and validation text
- Lookups

Table relationships

- What is a relationship?
- Relationship types
- Creating and editing relationships
- Using lookups for referential integrity
- Multi-table datasheet view

Queries

- Multi-table queries
- Calculated fields
- Adding a calculated field to a query
- The Expression Builder
- Calculating summary information
- Crosstab queries
- General query properties
- Checking referential integrity

Forms

- Form sections
- Form controls
- Form control layout
- Using form controls
- Control properties
- Control Wizards
- Multiple table forms

Reports

- Using Report Wizards as the basis for reports
- Report sections
- Report controls
- Report control layout
- Using specific controls
- Publishing datasheet views on the Internet
- Adding hyperlinks to datasheet views
- Adding hyperlinks to HTML pages

Access tools

- Importing from other data sources
- Importing data using Drag-and-Drop
- Backing up and restoring a database
- Compacting and repairing a database