

Microsoft Access 2

Overview

For anyone seeking to expand their existing knowledge of table design, creating queries and designing forms and reports.

On completion of this course delegates will be able to:

- ✓ Create a relational database with linked tables
- ✓ Understand the importance of referential integrity and one-to-many relationships
- ✓ Improve the effectiveness of data tables with data validation by adding field properties
- ✓ Extract information from data tables by using advanced query techniques; modify table data with Delete, Update and Append queries
- ✓ Make new tables with Make Table Queries
- ✓ Create more comprehensive forms and reports for the entering, viewing and printing of data.

Course Content

Table Design

- Linking tables
- Relationship types
- Setting advanced field properties
- Viewing subdatasheets
- Setting referential integrity
- Cascade options

Advanced Queries

- Setting join types between tables
- Setting top values in a query
- Creating calculated fields, summary queries and parameter queries

Forms

- Manipulating controls in form design view
- Changing form and control properties

- Adding controls to a form (list boxes, check boxes, option buttons)
- Using calculations on forms
- Using Subforms

Reports

- Manipulating controls in a report
- Changing report control properties
- Managing sorting and grouping in reports
- Adding calculations to a report
- Controlling pagination
- Using Subreports