



Microsoft Access Intermediate

McGovernConsultancy.com
Duration 1 Day
Format Instructor Led

Overview

The Intermediate Access course covers features of this relational database package including setting relationships between tables. Using the correct data types, indexing, adding captions to fields, validation and input masks, building advanced queries using Access command functions including IIF, aggregate queries, make table queries and also takes a look at form and report building.

Objectives

On completion of this course, participants will be able to do the following:

Content

Advanced File Tasks

- Using Windows Explorer within Access
- Compact and Repair a Database
 - Defragments large databases
- Backing up your Database
- Exporting to PDF, XPS, Word and Excel
- Linking Files: Excel Spreadsheets, SharePoint Sites and other Databases.

Working With Tables

- Understanding Field Properties
- Indexing a Field

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- o Open Table Design View
- o No Index
- o Yes Duplicates
- o Yes No Duplicates
- Importing a Table from another Source
- Adding Captions
 - o Add in Data View
 - o Picked up in forms & reports
 - o If blank field name used instead
- Formatting Number and Text Fields
- Setting Default and Required Values
 - o Set Validation Rules in Design View
- Create and Use Input Masks
 - o Open Design View
 - o Use Input Mask Wizard
- Working With Table Relationships

Working With Forms

- Basic Form Controls
- Advanced Form Controls
- Formatting your Form
- Formatting Controls
- Using Themes



Working With Reports

- Using Report Sections
- Adding and Removing Fields
- Using Calculated Controls in a Report
 - o Use text boxes
 - o Place Calculation in Control (Properties)
- Adding Logos
- Adding Page Numbers
- Adding Conditional Formatting
 - o Report Design
 - o Conditional Formatting
- Using the Label Wizard
 - o Creates Labels (Mail Merge)

Working With Queries

- Design Basic Queries
 - o Design Queries using and/or Operations
- Using Functions to Run Queries,
- Sum, Average, IIF, DATEDIFF, and DATEPART.
 - o Using Dates - #1/1/2006# (US Format)
- Creating Parameter Queries, Crosstab Queries
 - o Crosstabs like spreadsheets
- Use Make-Table Queries
 - o Creating Management Queries - Update, Append, Delete and Export.

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