

## Microsoft Access - Level 2

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### Course Prerequisites

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Users should be familiar with creating basic tables, queries, basic forms and reports in Access.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Relationships

- Benefits of the relational model
- Basic relationship types
- Relationships window
- Adding / removing tables
- Creating a relationship
- Referential integrity

#### Enhancing Tables

- Sub datasheets
- Lookup wizard

#### Field Properties

- Field size (for text and numbers)
- Format
- Decimal places
- Default value
- Caption
- Indexed
- Required
- Allow zero length
- Input mask
- Validation rule & text

#### Enhancing Queries

- Review of simple queries
- Queries from multiple tables
- Wildcard criteria
- Calculated fields
- Query field properties
- Concatenated fields

#### Enhancing Forms

- Changing the size of the form
- Form sections
- The field list
- Selecting controls
- Moving controls
- Sizing controls
- Aligning controls
- Deleting controls
- Formatting forms
- Tab order

#### Basic Form Controls

- Classes of controls
- The toolbox
- Adding controls

#### Enhancing Reports

- Grouping report
- Report sections explained
- Page breaks
- Keep together for groups
- Calculations in reports