

Microsoft Access - Level 3

Course Prerequisites

Users should be fluent in developing tables and queries, be familiar with modifying the design of forms and reports, and have created relationships in the Relationships Window.

Users should also have a sound understanding of 1-to-Many relationships and referential integrity.

Course Duration:

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

Inclusions:

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

What to Bring:

- 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:

Expanding Relationships

- Review of basic relationship types
- Many to many relationships
- Review of referential integrity
- Cascade update / cascade delete
- Managing the relationships window

Working with Table Data

- Importing / exporting fundamentals
- Copy and paste
- Importing data
- Linking data
- Exporting using office links
- Exporting as other file types

User Interactive Queries

- Parameter queries
- Showing all records

Advanced Query Wizards

- Find unmatched query
- Find duplicates query
- Crosstab query
- Totals queries

Query Properties

- Top values
- Unique values
- Unique records

Applied Form Design

- Form properties
- Control properties
- Conditional formatting
- Controls for user input
- Changing control types

Managing Forms / Controls

- Switchboard/menu forms
- Tab control
- Sub forms

Applied Report Design

- Report properties
- Report section properties
- Report control properties
- Sorting & grouping
- Columns in reports

Setting Start Up Properties

- Setting a start-up form
- Hiding the database window
- Restricting toolbars / menus

Charts

- Charts in access vs. Charts in excel
- What data to chart
- The chart wizard
- Modifying a chart
- Embedding charts in other forms & reports