

Microsoft Access Level 2

Prerequisites: Microsoft Windows Fundamentals **and** Microsoft Access Fundamentals; **or** equivalent experience. You should have basic familiarity with Access tables, relationships, queries, forms and reports.

Course Objectives

This course is intended for participants who have previous experience using Microsoft Access. This second course is for individuals whose responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access data with other applications such as Word or Excel.

- Follow the steps required to properly design a simple database
 - Create a new database with related tables
 - Control data entry by modifying the design of a table to streamline data entry and maintain data integrity
 - Find and retrieve desired data by using filters and joins between tables and within a single table
 - Create flexible queries to display specified records; allow for user determined query criteria; and add, update, and delete data with queries
 - Enhance the appearance, data entry, and data access capabilities of your forms
 - Customize reports to better organize the displayed information and produce specific print layouts such as mailing labels
 - Use Access data in other applications, including Word and Excel
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Outline

Lesson 1: Planning a Database

- Design a Relational Database
- Identify Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize the Data
- Designate Primary and Foreign Keys

Lesson 2: Build the Structure of a Database

- Create a New Database
- Create a Table Using a Wizard
- Create Tables in Design View
- Create Relationships Between Tables
- One-to-One Relationship
- One-to-Many Relationship
- Enforce Referential Integrity

Lesson 3: Controlling Data Entry

- Restrict Data Entry with Field Properties
- Field Properties
- Create an Input Mask
- Input Masks
- Create a Lookup Field
- Lookup List Fields

Lesson 4: Finding and Joining Data

- Find Data With Filters
- Types of Filters
- Create Query Joins
- Query Joins
- Inner Join
- Outer Join
- Join Unrelated Tables
- Relate Data Within a Table
- Self Joins

Lesson 5: Creating Flexible Queries

- Set Select Query Properties
- Create Parameter Queries
- Parameter Queries
- The Like Operator and Wildcards
- Create Action Queries

Lesson 6: Improving Your Forms

- Enhance the Appearance of a Form
- Form Design View
- Restrict Data Entry in Forms
- Control Wizards
- Combo Box Control
- List Box Control
- Option Group Control
- Add Command Buttons
- Create a Subform

Lesson 7: Customizing Your Reports

- Organize Report Information
- Report Design Enhancements
- Report Design View
- Set Report Control Properties
- Display Properties
- Control Report Pagination
- Keep Together Property
- Force New Page Property
- Summarize Information
- Add a Subreport to an Existing Report
- Create Mailing Labels

Lesson 8: Expanding the Reach of Your Data

- Publish Access Data as a Word Document
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document

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