

THE IN-HOUSE TRAINING COMPANY

Access – intermediate

Overview

This one-day workshop will give you a better understanding of the components and operations of an Access database. It is designed to build on a user's existing skills and includes useful action queries to allow greater manipulation of a database.

Learning objectives

This workshop will help participants:

- Ensure the integrity of their databases
- Manage field properties
- Use the query functions effectively
- Save time with the query expression builder
- Create different types of query more quickly
- Design better forms
- Link expressions in forms
- Create better and more useful reports
- Import and export tables more easily

Pre-requisites

- Participants need to be familiar with the 'Access – introduction' content before attending this course.
- Designed for Office 365 versions: 2016, 2013 and 2010.

Course format

A very practical, interactive one-day session for a maximum group size of 12. Comprehensive materials provided.

Workshop outline

1 Table relationship integrity

- Identifying relationships
- Identifying criteria for data integrity
- Applying referential integrity
- Managing relationship join types

2 Table field properties

- Field properties overview
- Using input mask field
- Using default value fields
- Using field validation rules

3 Query functions

- Running aggregate function calculations
- Running sum, average, count, max and min functions
- Grouping calculated data

4 Query calculations

- Using query operators and expressions
- Adding calculated fields to a query
- Using the query expression builder

5 Action queries

- Creating make table queries
- Creating append queries
- Creating update queries
- Creating delete queries

6 Designing forms

- Adding form controls
- Aligning and arranging form controls
- Adding pictures and labels to forms
- Adding new fields to a form
- Controlling tab order
- Adding command buttons
- Adding a combo box control
- Formatting data using conditional formatting

7 Form expressions (calculations)

- Using the form expression builder
- Working with a property sheet within a form
- Linking expressions within a form

8 Working with reports

- Creating reports with the report wizard
- Inserting report fields
- Formatting fields
- Inserting report headers and footers
- Working with a property sheet within a report

9 Grouped reports

- Creating groups with the report wizard
- Sorting grouped data
- Grouping alphabetically
- Grouping on date intervals
- Creating sub reports
- Adding calculations to groups

10 Importing and exporting tables

- Importing tables into Access
- Exporting tables from Access
- Importing and linking data in Access

Any questions?

Please just give us a call on **01582 463463** – we're here to help!

Or visit www.theinhousetrainingcompany.com