

MS Access Intermediate

Overview

The Access 2016 Intermediate course is designed to help existing users who are familiar with the basics of database design and use, take advantage of the more complex features of Access.

Objectives

This two day course will enable delegates to take their knowledge of Access 2016 to the next level. It offers a more in-depth knowledge of database design principles, forms, reports and query design

Content

MANAGING THE DATABASE

- Compact and Repair a Database
- Encrypt a Database with a Password
- Creating Database Backups
- Exporting a Database or Database Objects
- Printing Database Objects

MANAGING DATA

- Relationship types and rules
- Viewing Relationships and Object Dependencies
- Enforcing Referential Integrity
- Using Cascade Delete & Cascade Update

ADVANCED TABLE TASKS

- Insert Application Parts
- Using the Table Analyser Wizard
- Creating Validation Rules
- Configure Validation Messages
- Mark Fields as Required
- Mark a Field for Indexing
- Create Lookup fields, Value Lists and Input Masks

WORKING WITH FORMS

- Form Design and Formatting
- Adding Fields and Advanced Form Controls
- Creating Sub Forms
- Creating Navigation Forms
- Linking a Query to a Form



ADVANCED REPORT DESIGN

Create a Report from Scratch

Group, Sort and Total Data

Add Controls, Images, Logos, Page Numbers, Headers and Footers

Add Conditional Formatting

CREATING ADVANCED QUERIES

Create and Use Parameter Queries, Crosstab Queries and Marketable Queries

Create and Use Append, Delete and Update Queries

Use the Expression Builder

Importing and exporting Data with Access

Importing from and exporting to SharePoint

Importing from and exporting to Excel

Importing from and exporting to other data sources