



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