



SWANSTON

Microsoft Access: Intermediate Level

Duration: Two days

What you will learn: Assuming a good understanding of MS Windows and of the basic features of MS Access, you will learn the following:-

Table Design

- Review of Table design
- Use of Table properties

Importing and Exporting

- From another Access database
- From another Database format
- From Excel
- Saving tables and queries to another format (Excel etc.)
- Linking data

More on Relationships

- Relational database design
- Creating relationships
- Referential integrity

More on Queries

- Review of Select queries
 - Summarising data
 - Performing calculations
 - Using Expression Builder
 - Parameter queries
- Crosstab queries
- Action Queries
 - Make-table
 - Update
 - Append
 - Delete

Form Design

- Review of basic form design
 - Using the toolbox
 - Using the Properties dialogue
- Creating controls
 - Combo boxes
 - Option groups
 - Check boxes
- Using Sub-forms
- Changing the Tab Order
- Naming your controls
- Introduction to the Expression Builder

Reports

- Review of basic report design
- Customising report appearance
- Adding Groups and Totals to reports
- Naming your controls

Security Matters

- Why security?
- Using basic security features

Macros

- Creating and editing simple Macros
- Using Macro groups names
- Assigning Macros to objects

Database Maintenance

- Compacting
- Repairing
- Converting