

Access Level II

Participants will learn how to improve and customize tables, queries, forms and reports, and share Access data with other applications.

Course Objectives

Upon successful completion of this course, students will be able to:

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to retrieve data and modify tables.
- Improve the functionality of Access forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

Course Content

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties

Topic 1B: Establish Data Entry Formats for Entering Field Values

Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins

Topic 2B: Join Tables That Have No Common Fields

Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties

Topic 3B: Retrieve Records Based on Input Criteria

Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms

Topic 4B: Organize Information with Tab Pages

Topic 4C: Add a Command Button to a Form

Topic 4D: Create a Sub form

Topic 4E: Display a Summary of Data in a Form

Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report Information

Topic 5B: Format Reports

Topic 5C: Control Report Pagination

Topic 5D: Add a Calculated Field to a Report

Topic 5E: Add a Sub report to an Existing Report

Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

Topic 6A: Import Data into Access

Topic 6B: Export Data to Text File Formats

Topic 6C: Export Access Data to Excel

Topic 6D: Create a Mail Merge

Course Length- 1 day (6.5 instructional hours).