MICROSOFT ACCESS
INTERMEDIATE

Report on and manipulate data and improve your working knowledge of Access.

ODYSSEY TRAINING™

An **SGS** Company

A | **2** DAY

Prerequisites

Participants will need to be familiar with all of the topics covered in the Microsoft Access Introduction course.

Expected outcomes

- Import, link and export tables.
- Work with advanced table properties.
- Use advanced select queries and create crosstab queries and charts, as well as use action queries.
- Design forms and use subforms
- Create simple macros.
- Design reports.

Who should attend

This course has been developed for Access users who want to report on data, manipulate data and improve their working knowledge of the product.

Introductory revision

Importing and linking tables

- drag and drop import
- troubleshooting importing
- import a CSV file
- linking tables
- modify data in linked tables
- importing vs linking tables
- import data from Access
- export to Excel
- export to Access

Advanced table properties

- review basic properties
- create a custom format
- custom date formats
- input mask property
- validation rules
- validation text property
- table properties
- modify lookup field properties

Table relationships

- relationships window
- set table relationships
- relationship types
- referential integrity
- cascade updates and deletes

Advanced select queries

- find and exclude null values
- NOT and parameter queries
- parameter data types
- query multiple tables
- table joins
- find orphan (unmatched) records

Advanced query expressions

- use expression builder
- convert nulls to zeros
- concatenation
- StrConv function
- DateAdd() function
- DateDiff() function
- IIF() function
- aggregate queries
- format query field properties
- format the query headings
- top values query

Action queries

- make table query
- delete, update and append query

Crosstab queries

- create a crosstab query using the wizard
- modify a crosstab query
- create a crosstab query manually

Form design

- form design view
- breaking form layouts
- selecting form controls
- form properties and control properties
- create an unbound control
- add calculations, drop-down controls and buttons
- change combo box properties
- change tab order
- aligning, resizing and evenly spacing controls
- add a logo
- link a query

Subforms

- create a subform from control wizard
- modify the subform
- datasheet view
- subform properties
- continuous forms view
- calculations on a subform

Advanced report design

- report design view
- add a logo to reports
- add calculations to reports
- concatenation
- add calculations to a footer
- sum calculated fields
- advanced report properties
- show and hide report sections
- add page breaks

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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