

Access 2003

Intermediate

Course Description

This course is designed for people who are existing users of Access databases and wish to be able to modify and enhance existing databases. The course covers the features that are used to create more advanced queries, forms and reports, and expressions to effectively manipulating data.

Review Exercise

Comparison Operators in Queries

- And, Or, Not, Between
- Using wild cards

Actions Queries

- Update queries
- Append queries
- Delete queries
- Make Table queries

Advanced Queries

- Top Values
- Calculated Fields
- Joining Tables in a query
- Join Types
- Parameter queries
- Function queries
- Using Concatenation in queries
- Find Duplicates query wizard

Customising Forms

- Adding bound controls
- Creating unbound controls
- Working with the Form sections
- Using the Field List
- Aligning Controls

Form Controls and Properties

- Adding lines, and images
- Adding Checkboxes, Option Buttons and Groups
- Command Buttons
- Changing the Tab Order
- Creating a Combo Box
- Using multiple columns in a combo box.
- Adding a List box
- Creating a Blank Form
- setting field sizes
- Setting default values

Reporting

- Using Design View
- Using queries for Reports
- Grouping Data in a report
- Using Headers and Footers
- Report Layouts – Stepped and Blocked
- Creating a Running Summary
- Inserting a Page Break
- Using Columns in report
- Using the Keep Together property
- Formatting Text
- Adding Lines
- Sorting Report output
- Using the Report wizard
- Label Wizard
- Creating a Blank Report
- Adding multiple columns

SubReports

- Uses of SubReports
- Creating a subreport

SubForms

- Creating a Subform
- Uses of Subforms

Using Expressions

- Using the Expression Builder
- Manipulating Text and Date Values – Date(), DateDiff(), DatePart(), DateAdd()
- Expressions using Fields
- Conditional Express IIF()
- Aggregate Functions – Sum(), Avg(), Count()
- Referring to subform/subreport controls in expressions

Macros

- Overview of macro uses
- Creating a macro
- Adding macro actions
- Running a macro
- Creating a Command button
- Attaching a macro to a command button
- Creating a Print macro
- Creating a Close macro
- Testing macros

Duration:

2-Day

Audience:

The course has been designed for participants who need to use a database for managing data.

Pre-requisites:

Participants must have completed the Access Introduction course or have equivalent knowledge.

Students must be familiar with using an Access database and the basic principles of the relational databases.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Disk containing a duplicate set of exercises used during the course
- ✓ Lunch & Refreshments
- ✓ Free Telephone support