

Software Solutions

Microsoft® Access – Relationships, Queries & Report Design Stage Two

Versions 2007, 2010, 2013 and 2016/365

Course Objectives:

The aim of the course is to provide participants with new and advanced skills in database design beyond the basics, that is complex relationships, designing reports from scratch and creating calculations and parameters in queries. The course will build on the basics established in the Stage One Course Outline. All Access courses are based on the Microsoft Certified Application Specialist exams, if you complete Stage One, Two and Three you should consider sitting the Microsoft Certified Application Specialist exam. If you require training in a version of Access other than Access 2002, or 2003 please contact Catherine.

Who Should Attend:

Participants of this course must be completely conversant with the material covered in the Access The Essentials Stage One Course Outline.

Course Outline/Table of Contents:

CHAPTER 1. TABLE RELATIONSHIPS

<input type="checkbox"/> UNDERSTANDING RELATIONSHIPS, TYPES OF RELATIONSHIPS AND PREREQUISITE TO DEFINING RELATIONSHIPS	<input type="checkbox"/> ENFORCED REFERENTIAL INTEGRITY
<input type="checkbox"/> JOIN TYPES	<input type="checkbox"/> CASCADE UPDATE AND CASCADE DELETE
<input type="checkbox"/> PRINT RELATIONSHIPS	<input type="checkbox"/> HIDE TABLES
<input type="checkbox"/> TABLE ANALYZER	<input type="checkbox"/>

CHAPTER 2. IMPORTING AND EXPORTING DATA

<input type="checkbox"/> IMPORTING DATA FROM OTHER APPLICATIONS	<input type="checkbox"/> SAVING AND RUNNING IMPORT SPECIFICATIONS
<input type="checkbox"/> EXPORTING DATA TO OTHER APPLICATIONS	<input type="checkbox"/> SAVING AND RUNNING EXPORT SPECIFICATIONS

CHAPTER 3. SELECT QUERIES

<input type="checkbox"/> DESIGNING SELECT QUERIES BASED ON MORE THAN ONE TABLE	<input type="checkbox"/> CALCULATIONS IN QUERIES AND ALIASES
<input type="checkbox"/> JOINING FIELDS	<input type="checkbox"/> FORMATTING CALCULATIONS
<input type="checkbox"/> THE GROUP BY OR TOTALS FUNCTION	<input type="checkbox"/> THE TOTALS BUTTON AND WHAT IT DOES
<input type="checkbox"/> PARAMETER QUERIES	<input type="checkbox"/>

CHAPTER 4. ADVANCED QUERIES

<input type="checkbox"/> FIND UNMATCHED RECORDS	<input type="checkbox"/> INNER AND OUTER JOINS
<input type="checkbox"/> ADDING AND REMOVING TABLES	<input type="checkbox"/> ADDING AND REMOVING FIELDS
<input type="checkbox"/> FIND DUPLICATES	<input type="checkbox"/> CROSS TAB AND SUB QUERIES

CHAPTER 5. ACTION QUERIES

<input type="checkbox"/> MAKE TABLE QUERY	<input type="checkbox"/> RUN ACTION QUERY
<input type="checkbox"/> UPDATE QUERY	<input type="checkbox"/> APPEND QUERY
<input type="checkbox"/> DELETE QUERY	<input type="checkbox"/> QUERIES FROM FILTERS

CHAPTER 6. REPORT DESIGN

<input type="checkbox"/> CREATING A BLANK REPORT IN DESIGN VIEW	<input type="checkbox"/> REPORT RECORD SOURCE
<input type="checkbox"/> REPORT SECTIONS	<input type="checkbox"/> TO ADD OR REMOVE THE REPORT HEADER AND FOOTER
<input type="checkbox"/> ABOUT THE REPORT HEADER AND FOOTER	<input type="checkbox"/> ABOUT THE PAGE HEADER AND FOOTER
<input type="checkbox"/> USING GROUPING AND SORTING	<input type="checkbox"/> SECTION BACKGROUND INFORMATION
<input type="checkbox"/> ADDING TITLES AND LABELS TO YOUR REPORT	<input type="checkbox"/> ADD EXISTING FIELDS

<input type="checkbox"/> TO ADD A FIELD (CONTROL) FROM THE FIELD LIST TO THE DESIGN OF A REPORT	<input type="checkbox"/> CREATING A CALCULATION FIELD
<input type="checkbox"/> PAGE NUMBERING CALCULATION	<input type="checkbox"/> DATE CALCULATION

CHAPTER 7. DATABASE MANAGEMENT

<input type="checkbox"/> BACKING UP AND RESTORING A DATABASE	<input type="checkbox"/> COMPACTING AND REPAIRING A DATABASE
<input type="checkbox"/> MODIFYING DATABASE PROPERTIES	<input type="checkbox"/> USING THE DATABASE DOCUMENTER
<input type="checkbox"/> SAVING A DATABASE TO A PREVIOUS VERSION	<input type="checkbox"/> SAVING A DATABASE WITH A PASSWORD

CHAPTER 8. MICROSOFT ACCESS SHORTCUT KEYS