

Microsoft Access Level Two

Relationships, Queries & Report Design

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The aim of this Level Two course is to build on the knowledge gained in the Level One “The Essentials” Access course, and to extend the Access users knowledge of Relationships between tables, advanced query design and advanced report design. Attendees must be completely conversant with the material in the Level One course before attending the Level Two.

COURSE CONTENT

TABLE RELATIONSHIPS

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

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 |

SELECT QUERIES

| | |
|--|--|
| <input type="checkbox"/> 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 | |

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 |

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 |

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"/> ADD OR REMOVE THE REPORT HEADER AND FOOTER |
| <input type="checkbox"/> ADD OR REMOVE 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"/> CREATING A CALCULATION FIELD |
| <input type="checkbox"/> PAGE NUMBERING CALCULATION | <input type="checkbox"/> DATE CALCULATION |

SUBREPORTS

| | |
|--|--|
| <input type="checkbox"/> CREATING MAIN REPORT | <input type="checkbox"/> CREATING SUBREPORT |
| <input type="checkbox"/> COMBINING MAIN REPORT & SUBREPORT | <input type="checkbox"/> CHILD & MASTER FIELDS |

CREATING AND MODIFYING CHARTS

EXPORTING AS PDF OR XPS FORMAT

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 |

MICROSOFT ACCESS SHORTCUT KEYS