KnowledgeWave

Access Level 3: Advanced Database Concepts in Microsoft Access

Course Length: 1 Day

Course Description

Objectives:	This course helps database developers and end-users go beyond the database basics by introducing Microsoft Office application integration and how to use mail merge and Office tools to export queries, forms and reports. Students will be introduced to inner and outer join types, setting table validation, working with action queries, advanced functions and aggregate queries. Other areas covered in this course include creating and working with subforms and subreports, passing values to the main forms and reports, creating charts and creating a navigational switchboard.
Prerequisites:	Students should have an understanding of table relationships, how to set field controls, create multi-table queries and build expressions in the query design grid, and customize reports and forms.

Course Content

Lesson 1 – Word & Excel Integration	• Integrate with Microsoft Word • Integrate with Microsoft Excel • Export Access reports to Microsoft Word
Lesson 2 – Customizing Field Properties In Tables	• Create and modify custom input masks • Understand table validation • Set table field validation rules

Lesson 3 – Creating Advanced Queries	• Specify join properties
	• Use the Is Null function
	• Create Crosstab queries
	• Create Make-Table queries
	• Create Append queries
	• Create Update queries
	• Create Delete queries
	• Understand aggregate functions in queries
	• Use aggregate functions in queries
	• Use the IIF function to evaluate data
Lesson 4 – Creating Advanced Reports	• Examine subreports
	• Add subreport controls to reports
	• Group and sort report data
	• Use the DateDiff function in reports
	• Create chart reports
	• Customize the chart
Lesson 5 – Creating Advanced Forms & Switchboards	• Examine subforms
	• Add subform controls to forms
	• Create calculated controls on forms and subforms
	• Create option groups
	• Create a lookup combo box
	• Create a Switchboard
	• Change database startup options
Reference – Optimize General Performance	• Use Performance Analyzer
	• Improve table performance
	• Make a database an MDE file
	• Use defrag and compact database tools