Access Level 2: An In-Depth Look at Reports, Queries and Tables in Microsoft Access

Course Length: 1 Day

Course Description

Overview:	Microsoft Access Level 2 is designed to help students understand table relationships, how to set field controls, create multi-table queries and build expressions in the query design grid, and customize reports and forms.
Prerequisites:	Students should have an understanding of relational databases and how to create a database from scratch, add multiple tables, queries, reports and forms.

Course Content

Lesson 1 – Creating Table Relationships	• Understand table relationships • Add tables to the relationships Window • Create table relationships • Establish referential Integrity • Edit existing table relationships • Work with document database objects
Lesson 2 – Mastering Table Concepts	• Normalize Data • Structure tables effectively • Create a junction table • View sub datasheets

Lesson 3 – Mastering Table Design	• Understand field properties • Add captions to fields • Add default values • Understand indexes • Freeze & unfreeze table columns
Lesson 4 – Linking, Importing and Exporting Data	• Examine linking, importing and exporting • Interact with other file formats • Reference: Linking
Lesson 5 – Using the Lookup Wizard & Input Mask Wizard	• Understand the Lookup Wizard • Create and use lookup lists • Create and use value lists • Understand input masks • Use the Input Mask Wizard
Lesson 6 – Mastering Queries	• Understand an auto lookup query • Use the Query Design window • Use the Expression Builder • Use Concatenated Fields • Appreciate parameter queries • Create a wildcard parameter • Create a multiple-criteria parameter
Lesson 7 – Mastering Report Design	• Understand report sections • Add headers and footers to reports • Change the style of a report • Change the page setup of a report • Add bound controls to a report • Use the field list • Create a grouped report based on a query • Create a calculated text box • Change the sorting and grouping properties

Lesson 8 – Mastering Form Design	- Understand form sections - Add headers and footers to forms - Create a form based on a query - Change the style of a form - Set enabled & locked properties - Set the default editing mode - Add bound controls to a form - Create a calculated text box