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