



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Access Level 2

Duration: 1 Day

Objectives: This course is designed for existing users of Access. Users will learn techniques for enhancing their database designs by using the principles of normalization and table relationships.

Prerequisites: This course is aimed at existing users of Microsoft Access who have attended the Microsoft Access Level 1 course or who have a good basic knowledge of Access Tables, Queries and Forms.

Principles of Table Design

- Normalising Data
- Normalising Data for Fourth and Five normal forms
- Referential Integrity

Table Design Techniques

- Using the Lookup Wizard
- Data Validation
- Indexing

Select Queries

- Changing a Queries Join type
- Finding unmatched data
- Hiding duplicate data
- Top Values
- Parameter Queries

Using Functions in Queries

- Using IF Statements in Queries
- Date Functions
- DataAdd Functions
- Format Functions

Additional Query Techniques

- Cross tab Queries
- Parameter Queries
- Working with Calculations

Form Design

- Changing Form Properties
- Tab Order
- Conditional Formatting
- Creating Switchboards
- Using Command Buttons
- Creating Search boxes

Report Design

- Creating Summary fields
- Creating Conditional Summaries
- Using Sub Reports
- Inserting Charts into Reports
- Displaying parameters in a report

Creating Charts

- Creating a Chart
- Printing a Chart