

## **ACCESS 2010 Advanced level**

### **OBJECTIVES**

At the end of the course, the participant will have learnt the advanced notions, such as creating a parameterized query with one or more parameters, subforms, expressions, Etc.

### **TARGET CLIENTELE**

Public

### **PREREQUISITES**

Having taken Access, Intermediate Level



## **COURSE SYLLABUS**

### **1. Tables**

- Define relationships between the tables
- Exploiting advanced notions

### **2. Queries**

- Deleting, updating, adding, creating a table
- Update a table to another table

### **3. Parameterized Queries**

- Create a parameterized query with one or more criteria
- Use parameters with wildcard characters.

### **4. Calculations in a Query**

- Pre-calculated calculations that use grouping functions
- First and last function
- Options grouping, expression, custom calculations and calculated fields
  - Managing NULL values in calculations

## **5. Create a Form**

- Conditional formatting
- Based on a single table or query in using the functionality of Instant form
- Based on one or more tables or queries using the Wizard or Design view

## **6. Subforms**

- Displaying a subform in a form
- Nesting levels
- Entering data using a form or subform
- Insert a chart in a form

## **7. Calculate Values**

## **8. The Expressions**

- Date/time values
- Text strings