



## ACCESS 2010 Intermediate level

### OBJECTIVES

At the end of the course, the participant will be able to manipulate databases, from creating tables to the use of reports.

### TARGET CLIENTELE

Public



### PREREQUISITES

Having taken Access, Beginner Level

### COURSE SYLLABUS

#### 1. Query with Calculations

- Query with calculations
  - Create a calculated field
  - Change the properties of a calculated field
  - Show or not show the calculation fields
- Condition in a calculated field
  - Insert a condition in a calculated field
  - Establish multiple conditions in a calculated field
- Total queries
  - Perform operations on a field
  - Perform operations on a group of records
- Date functions
  - Extract a date
  - Calculate the difference between two dates
- Displaying specific items
  - Combine text from two fields
  - Display part of a "text" or "numeric" field
  - Show part of a date

## 2. Other Types of Queries

- Types of queries
- Data security
  - Disable query blocking
- Update query
- Add query
- Delete query
- Create table query
- Crosstab query
  - Create a crosstab query
- Parameterized query
- Auto search query
- Query search for duplicates
- Non-matching query

## 3. Form

- Forms
- Form tool
  - Quickly create a form
  - Save form
- Display modes
  - Toggle display mode
- Form mode
  - Access records
  - Add a record
  - Delete a record
  - Find a record
- Page mode
  - Select a label or control
  - Select all fields and their data
  - Change the name of a field
  - Move fields
  - Change the size of the fields
  - Apply formatting to field names
  - Apply formatting to field contents
  - Reproduce formatting
  - Apply conditional formatting
  - Show gridlines
  - Add a logo
  - Change the default title of the form
  - Insert date and time
  - Apply automatic formatting

- Dual display form tool
- Other forms
- Blank form
- Form Wizard tool
- Form creation tool
- Form sections
  - Remove or display a section
  - Resize a form section
  - Select the form or a section
- Control management
  - Select a control/label
  - Select multiple controls
  - Delete a control
  - Move a control and its label
  - Move a control or label
  - Change the size of a control
  - Change the text of a label
- Reorganization controls
  - Adjust the size of a label
  - Align controls
  - Adjust the spacing between controls
  - Change the margins of a control
  - Change the layout of the form
- Tab order
  - Check the tab order
  - Change the tab order

#### **4. Form and Control**

- Types of control
- Text box
- Label
- Control management
  - Rename a control
  - Exploit a named control in a formula
  - Change the format of a control
  - Prevent a stop on a control
- List box
  - Create a list box by typing the values in this list
  - Create a list box from values present in a table

- Change the number of visible items in the drop-down list
- Prevent foreign data from entering the drop-down list
- Options group
  - Add a control to an option group
  - Create a match table
- Rectangle
  - Create a rectangle control
  - Change the appearance of the rectangle control
  - Add color to frame
- Respect
- Check box, toggle button, and Options button
  - Change the appearance of the "Yes/No" field control

## 5. Custom Form

- Tab
  - Create a tab control
  - Add or remove a tab
  - Rename a tab
  - Change the order of the tabs
- Subforms
  - Add a subform from an existing form
  - Add a subform from existing tables and queries
  - Remove the move icons from the display
- Control button
- Image
  - Create an image control
  - Change the way an image is displayed
  - Align an image in its control
  - Create a mosaic effect
  - Replace an image
- Hyperlink
- Security of the form
  - Deny data entry in a control
  - Prevent changes in a form
- Help message
  - Display a help message in a ToolTip
  - Display a help message on the status bar

- Layout and printing
  - Get preview before printing
  - Create a page break
  - Change margins
  - Print a form
- Error checking

## 6. PivotTable and PivotChart

- Pivot table
  - Create a pivot table
  - Add totals
  - Display the ToolTip of a calculation
  - Show/hide details area
  - Show/hide details of an item in a zone
  - Show/hide calculation details
  - Filter the column or row area
  - Exploiting the filter area
  - Move a field
  - Change the contents of a PivotTable area
  - Leverage date fields created by access
  - Refresh PivotTable
- PivotChart
  - Create a PivotChart
  - Change the scale of the vertical axis
  - Add/hide caption
  - Show/hide drop zones
  - Change the axis title
  - Change the appearance of a chart element
  - Reverse series and categories
  - Change chart type

## 7. Report

- Report
- Basic report
  - Create a basic report
  - Save a report
- Display mode
  - Understanding the display modes of a report
  - Switch from one display mode to another

- Formatting a report
  - Change the size of the fields
  - Move a field
  - Delete a field
  - Improve formatting
  - Add field
  - Apply automatic formatting
- Grouping, sorting, and totals
  - Group and sort
  - Sort
  - Change hierarchy
  - Add totals
  - Hide and show details
- Layout and printing
- Report Assistant
- Empty report
- Custom report creation
  - Create a custom report
  - View/remove sections of a report
  - Adjust the size of a section
  - Move a label in a different section
  - Group, sort, and add totals
  - Add a calculated control
  - Set the properties of a section
  - Paginating a report
  - Insert date in a report
- Labels

## 8. Import and export

- Importing data
  - Import an Access object without binding
  - Import an Access object with binding
  - Delete a linked table
  - Import an Excel worksheet
- Exporting data
  - Exporting a table