



ACCESS 2013 Intermediate level

OBJECTIVES

At the end of the course, the participant will have learnt the intermediate functions. They 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. Form

- Forms
- Form tool
 - Quickly create a form
 - Save the form
- Display modes
 - Toggle between display modes
- 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
- Sections of a form
 - Remove or display a section
 - Resize a section of a form
 - 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

2. 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 a group of options
 - 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

3. 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

4. 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

5. 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 of 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

6. 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