

## **ACCESS 2016 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. Importing and Linking Data and Database Objects**

- To Word or Excel

### **3. Queries**

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

### **4. Parameterized Queries**

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

### **5. Calculations in a Query**

- Pre-calculated calculations that use grouping functions
- First and last function

- Grouping, expression, and “where” custom calculations and calculated fields options
  - Managing NULL values in calculations

## **6. 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 a wizard or in Design view

## **7. Subforms**

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

## **8. Calculate Values**

## **9. The Expressions**

- When to use expressions?
- Date/time values
- Text strings
- Constant
- Functions

## **10. Generations of Expressions**

- Entering object names
- Use of operators and ! (exclamation point) in expressions
- Combining field values, controls, or properties

## **11. Macros**

- Create macros
- Edit macros