

## **ACCESS 2016 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 using reports.

### **TARGET CLIENTELE**

Public

### **PREREQUISITES**

Having taken Access, Beginner Level



## **COURSE SYLLABUS**

### **1. Queries with Calculations**

- Queries with calculations
  - Create a calculated field
  - Change the properties of a calculated field
  - Show or not show the calculation fields
- Condition of 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
- 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
  - 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 labels or controls
  - Select all the labels and their data
  - Change the name of a label
  - Move labels
  - Change the size of the fields
  - Apply formatting to labels
  - 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
- Multiple items 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

#### **4. Forms and Controls**

- Types of controls
- Text box
- Label
- Control management
  - Rename a control
  - Exploit a named control in a formula
  - Modify 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

## **5. Forms Customs**

- 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
- 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. Report**

- Reports
  - Create a report
  - Save a report

- Display mode
  - Understanding the display modes of a report
  - Switch from one display mode to another
- Report formatting
  - 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

## **7. Import and export**

- Importing data
  - Import an Access object without/with an association
  - Remove the link from a linked table
  - Import an Excel worksheet
- Exporting data