

Access: Intermediate (Level 2)

Category: Microsoft Office, Microsoft Access

Course Duration

Duration: 1 day

Overview of Access

- Recap and Overview of Access Level 1

Advanced Table Design

- Attachment Fields
- Multiple Value Fields
- Lookup Fields
- Advanced Field Properties Including Input Masks
- Multiple Field Primary Keys
- Multiple Field Indexes
- Using the Access Documenter

Relational Concepts

- Relational Concepts and Rules
- Data Structure Principles
- Types of Relationship
- Referential Integrity
- Relating Tables

Multiple Tables and Forms

- Using a Combo Box In Forms

- Combo Box Properties
- Lookup Properties
- Creating Forms with Subforms
- Editing Sub Forms
- Tabbed Sub Forms
- Embedding Sub Forms Using Drag and Drop

Advanced Select Queries

- Filter By Form
- Advanced Filter/Sort
- Convert Filter to Select Query
- Duplicate Records Query
- Unmatched Records Query
- Working with Multiple Tables
- Understanding Query Join Types
- Concatenating Fields
- Calculations in Queries
- Using String Functions
- Using Date Functions
- Using the Immediate If Function
- Using Wildcards and Parameters

Advanced Reports

- Working with Multiple Tables
- Concatenating Fields
- Date and Time Functions
- String Functions
- Custom Styles

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com