

Course Aims & Objectives

This level of Access starts by introducing some of the more advanced functions within Access for managing database material. This course will give a fuller understanding of the areas of Tables, Forms, Queries and Reports and will prepare you for continued learning of Access.

Who Should Attend?

You must be very familiar with the basics of Access and be able to complete the following before attending this course:

Understand the concept of Relational Databases and Referential Integrity - Create and edit a data Table - Create relationships between tables - Create basic forms and reports and edit and format these. You must be able to create queries from one or more tables and use criteria within queries to filter results.

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

Tables

- Default and Required values in fields
- Using Validation Rules
- Creating Input masks
- Populating tables from other tables
- Getting external data

Relationships

- Creating One-To-One, One-To-Many and Many-To-Many relationships
- Referential Integrity
- Cascade Update & Deletion of records

Queries

- Using Criteria Expressions
- Setting parameters for criteria prompts
- Totalling within grouping
- Use calculation expressions within a query

- Understand & Modify “Join Types”
- Cross-Tab, Make-Table, Delete, Update, Append query types

Forms

- Add sub-forms
- Combo & List boxes in forms
- Expression controls in a form

Reports

- Using running sums within a report
- Using expression controls within a report
- Concatenating within a control

*Notes and exercise files are available online at www.dti.ie
The notes will cover Access Levels 1, 2 & 3 - Introduction,
Intermediate & Advanced
Ongoing email support is offered.*