

## Customised IT and Soft Skills training to suit your needs

# Microsoft Access 2013 Intermediate Training

### Microsoft Access 2013 Intermediate Course Objectives

#### After the course, you will be able to:

- Create Action Queries
- Create Advanced Forms
- Create Advanced Reports
- Understand and Create a Switchboard

### Audience

This course is designed for existing Microsoft Access users with sound basic skills. The course will focus more on queries, forms and reports. It also includes more advanced Access relationships.

### Course Prerequisite

You must have sound Access skills and understand key concepts of a database, equivalent to our intermediate course contents

### Course Duration

This is a 1 day Access 2013 training course. The course starts at 09:30 and runs until 16:30

### Course Locations / Schedule

This Access 2013 Intermediate course can be held at our Access training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

## Advanced Tables

- Input mask
- Applying validation
- Validation text
- Calculating a field
- Multiple primary keys
- Lookup fields
- Formatting a field
- Link to external data source

## Recap and More on Relationships

- Why create relationships between tables?
- Different types of relationships
- Adding tables to the relationship window
- Creating, editing and deleting relationships
- Conditions for setting up a relationship
- Understanding Referential Integrity
- Using the Cascade Update option
- Using the Cascade Delete option
- Saving relationships

## Advanced & Action Queries

- Creating Calculated fields
- Creating Parameter Queries
- Creating Summary Queries
- Creating a Crosstab Query
- Editing a Crosstab Query
- Use the Top Values option in a Query
- Create and use a Make Table Query
- Create and use an Append Query
- Create and use a Delete Query
- Create and use an Update Query

## Advanced Forms

- Main Form and sub forms
- Exploring Layout View
- Split forms
- Using Checkboxes & toggle buttons
- Using combo boxes
- Changing the data source options

- Adding Option group controls
- Adding Command button Controls
- Setting more form properties
- Calculation in a Form
- Concatenating Text Values
- Setting the Tab Order
- Adding and Removing Filters (Selection and Forms)
- Defining Validation Rules
- Using advanced controls
- Template Forms

## Advanced Reports

- Customise your Report
- Format the controls
- Using Expressions
- Adding Sub Reports
- Parameter reports
- Report Templates
- The Keep Together property
- Mailing Labels
- Grouping interval properties
- Group Headers/footers calculations
- Page setup
- Page breaks

## Importing & Linking Data

- Importing from Access and Excel
- Linking to an external Access Database Table
- Linking to an Excel Workbook
- Renaming and Copying Tables
- Linked table manager
- Export to various formats
- Charts and Pivots
- Create a PivotChart / PivotTable
- Edit PivotTable options
- Formatting a chart
- Changing the chart type
- Parameter chart
- Chart based on single record