

▼ Brief Course Outline

Access 2016 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 Course

▼ General Course Info

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.

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 2016 Intermediate training course

The course starts at 09:30 and runs until 16:30

Alternate timings available upon request

Course Locations / Schedule:

This Access 2016 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

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

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

Adding Option group controls

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

Understanding Referential Integrity	Adding Command button Controls	Linking to an external Access Database Table
Using the Cascade Update option	Setting more form properties	Linking to an Excel Workbook
Using the Cascade Delete option	Calculation in a Form	Renaming and Copying Tables
Saving relationships	Concatenating Text Values	Linked table manager
Advanced & Action Queries	Changing the data source options	Export to various formats
Creating Calculated fields	Setting the Tab Order	Charts and Pivots
Creating Parameter Queries	Adding and Removing Filters (Selection and Forms)	Create a PivotChart / PivotTable
Creating Summary Queries	Defining Validation Rules	Edit Pivot Table options
Creating a Crosstab Query	Using advanced controls	Formatting a chart
	Template Forms	Changing the chart type
		Parameter chart
		Chart based on single record