

Microsoft Access Intermediate

SSA401: One Day; Instructor-led

Aims

This intensive course is designed to give existing Access users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when processing data with Access. This entirely 'hands on' course will give participants experience in producing database applications and the ability to create a variety of data views, queries and reports.

Audience

Existing users of MS Access who want to get grips with some of the more advanced features of this package as quickly as possible.

Prerequisites

Participants on this course should have a good working knowledge of the basic features of Access, gained from day-to-day usage or from prior attendance on an "Introduction to Access" course.

Course Outline

Please click below for a detailed outline for each Access version

[Access 2000 Intermediate](#)

[Access XP Intermediate](#)

[Access 2003 Intermediate](#)

[Access 2007 Intermediate](#)

Course Outline: Access Intermediate 2000

Tables

- Create – PRODUCTS
- Default Values
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Cell Effects
- Column Width
- Row Height
- Freeze Columns
- Move Columns
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Default Data Types
- Delimited Text

Queries

- Self Joins (Recursive Joins) Employees Table
- Join Types 1, 2, 3, Find Unmatched Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries

- Make Table Queries
- Append Queries
- Update Queries
- IF Statements
- Date Calculations
- Like Parameters Like [] & ""*
- Date Parameters Between [] And []
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query
- Forms
- Tabulated Forms
- Tab Orders
- Option Groups
- Toggle Buttons
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Macros

- RunCommand
- ShowAllRecords
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars

Course Outline: Access Intermediate XP

Tables

- Create – PRODUCTS
- Default Values
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Cell Effects
- Column Width
- Row Height
- Freeze Columns
- Move Columns
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Default Data Types
- Delimited Text

Queries

- Self Joins (Recursive Joins) Employees Table
- Join Types 1, 2, 3, Find Unmatched Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries
- Make Table Queries
- Append Queries

- Update Queries
- IF Statements
- Date Calculations
- Like Parameters Like [] & ""*
- Date Parameters Between [] And []
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

- Tabulated Forms
- Tab Orders
- Option Groups
- Toggle Buttons
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Macros

- RunCommand
- ShowAllRecords
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars

Course Outline: Access Intermediate 2003

Tables

- Create – PRODUCTS
- Default Values
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Cell Effects
- Column Width
- Row Height
- Freeze Columns
- Move Columns
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types

Tools

- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Default Data Types
- Delimited Text

Queries

- Self Joins (Recursive Joins) Employees Table
- Join Types 1, 2, 3, Find Unmatched Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries
- Make Table Queries

- Append Queries
- Update Queries
- IF Statements
- Date Calculations
- Like Parameters Like [] & ""
- Date Parameters Between [] And []
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

- Tabulated Forms
- Tab Orders
- Option Groups
- Toggle Buttons
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Macros

- RunCommand
- ShowAllRecords
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars

Course Outline: Access Intermediate 2007

Tables

- Create – PRODUCTS
- Default Values
- Validation Rules
- Validation Text Yes, No?
- Input Mask – Phone Numbers, SS Numbers, Post Codes
- Cell Effects
- Column Width
- Row Height
- Freeze Columns
- Move Columns
- Split Data - Excel Text to Columns
- Hyperlinks
- Object Linking & Embedding
- Lookup Fields
- New Record Auto Enter Today's Date

Relationships

- One to One
- One to Many
- Many to One
- Many to Many
- Junction/Intersection Tables
- Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Join Types
- Tools
- Compact Database
- Tools Autocorrect
- Default Database folder
- Keyboard Settings
- Default Data Types
- Delimited Text

Queries

- Self Joins (Recursive Joins) Employees Table
- Join Types 1, 2, 3, Find Unmatched Queries
- Sum, Average, Max, Min
- Sub Totals
- Querying a Query
- Crosstable Queries
- Make Table Queries
- Append Queries

- Update Queries
- IF Statements
- Date Calculations
- Like Parameters Like [] & ""*
- Date Parameters Between [] And []
- Hide Action Query Files
- Properties & Settings
- Concatenate Text Strings
- Top Values Query

Forms

- Tabulated Forms
- Tab Orders
- Option Groups
- Toggle Buttons
- Calculated Controls
- Combo Boxes
- Tabular Forms
- Main & Subform

Macros

- RunCommand
- ShowAllRecords
- Transfer Database
- Transfer Spreadsheet
- Transfer Text

Reports

- MS Word Document Merge / Query Options
- Header/Footer
- Title
- Date()
- Now()
- Page Number
- Labels
- Graphs
- Command Executions

Menu & Toolbars

- Create a Custom Menu Bar
- Create a Submenu
- Create a Custom Toolbar
- Hiding Toolbars
- Hiding Menu Bars