



INFOCUS COURSEWARE

Microsoft Access 2013 Level 2



Product Code: INF1331

❖ General Description

The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

❖ Learning Outcomes

At the completion of this course you should be able to:

- use various data validation features in **Access** to protect data
- format the data in a table
- perform more advanced queries using a variety of querying techniques
- create and use parameter queries
- create calculated queries
- modify and adapt an existing form according to specific needs
- create and use macros in **Access**
- work with a number of macro techniques
- create and work with macros in forms

❖ Prerequisites

Microsoft Access 2013 - Level 2 assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

83 topics

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Duration

This course is based around a 1 day training program consisting of 6 hours class training.

❖ After training support

All the training material will be available for the delegate to use after the training day through our online workroom.

Product Information

111 Gallowgate
Aberdeen
AB25 1BU
www.f1plus.co.uk

Phone: 01224 619780

hello@f1plus.co.uk



Contents

Data Validation

- Assigning Default Values
- Validation Rules And Text
- Validating Numbers
- Setting Required Fields
- Working With Validations

Formatting Tables

- Changing Column Widths
- Formatting Cells In A Table
- Changing Fonts
- Moving Columns In A Table
- Freezing Columns In A Table
- Hiding Columns In A Table
- Unhiding Columns

Querying Techniques

- Modifying A Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using A Range Expression
- Querying Opposite Values
- Moving Fields In A Query
- Sorting Query Data
- Removing Fields From A Query
- Querying Using Wildcards
- Problem Characters
- Querying With A Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying For Uniqueness

Parameter Queries

- Creating A Parameter Query
- Displaying All Records
- Using Parameters To Display A Range
- Using Parameters In Expressions
- Using Parameters With Wildcards

Calculations In Queries

- Creating A Calculated Field
- Formatting Calculated Fields
- Summarising Data Using A Query
- Changing The Grouping
- Calculating With Dates
- Using Criteria In Calculations
- Concatenating String Fields

Modifying Forms

- Understanding Form Design And Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With A Control Stack
- Changing Control Widths
- Moving Controls On A Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding An Unbound Control
- Adding A Control Source
- Formatting A Control
- Checking The Current Tab Order
- Changing The Tab Order
- Inserting The Date Into The Form Header

Creating And Using Macros

- Understanding Macros And VBA
- Creating A Macro
- Running A Macro
- Modifying An Existing Macro
- Interacting With The User
- Stepping Through A Macro
- Documenting Macros

Macro Techniques

- Creating A Print Macro
- Using Conditions To Enhance A Macro
- Creating A Sequence Of Conditions
- Understanding The Versatility Of MsgBox
- Using The MsgBox Function
- Reconfiguring A Message Box
- Using The InputBox Function

Macros On Forms

- Understanding Macros On Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming An Event
- Running An Event Macro
- Modifying An Event Macro
- Setting Echo Off
- Adding A Close Button

- Creating A Search Macro
- Running The Search Macro
- Understanding The Search Macro
- Naming Macros
- Referencing Macro Sheet Macros