

Microsoft Access 2007

Level 2



Overview

In this course the student learns how ensure that data is entered correctly into a table, how to create more advanced and sophisticated queries, how to develop more complex forms and reports, and is introduced to some basic automation operations using macros. The student also learns how to tie the various elements and objects of a database together using a switchboard form.



Target Audience

This publication is designed for people who wish to build on the introductory skills of creating a new database, working with data, and producing basic queries, reports and forms. This course will build your confidence and skills by sorting, filtering, and querying data, validating data prior to data entry, and building a small menu system to manage a database.



Pre-requisites

This publication assumes a basic knowledge of Microsoft Access 2007, especially building a database file and data tables. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.



Objectives

At the completion of Microsoft Access 2007 Level 2 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
- create macros on forms
- export records to and import records from a wide variety of sources and applications



Course Duration is 1 day - Class style



Contents

The course focuses on practical work within Microsoft Access 2007 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

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 The 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

Parameter Queries

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

Calculations In Queries

- Creating A Calculated Query
- 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

Macros On Forms

- Understanding Macros And 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

Importing And Exporting Records

- Exporting Records To Microsoft Excel
- Exporting Records To dBase
- Exporting Records To Paradox
- Exporting Records To A Text File
- Importing From Microsoft Excel
- Importing From A Text File
- Linking To An External Source

Concluding Remarks