



Course Content
Access Intermediate
Duration: 1 Day
Unit Standard 117927

Overview

MODULE 1

CREATING TABLES BY IMPORTING DATA

- Importing tables from another Access file
- Linking tables from another Access database
- Importing data from an external file
- Linking to an external source

MODULE 2

DISPLAYING DATA

- Freeze column
- Unfreeze columns
- Hiding columns
- Unhide columns

MODULE 3

USING LOOKUP FIELDS

- Lookup Wizard
- List boxes

MODULE 4

CREATING A HYPERLINK FIELD

MODULE 5

VALIDATION

- Validation on Fields in a table

MODULE 6

TABLE RELATIONSHIPS

- Why do you need relationships?
- Primary key
- Example of a relationship

MODULE 7

TYPES OF RELATIONSHIPS

- One-to-one relationship
- One-to-many relationship
- Many-to-many relationship
- Defining Relationships
- Referential Integrity
- Entering data in a table with relationship
- Editing a relationship
- Deleting a relationship

MODULE 8

FORMS

- Form Design Toolbars
- Inserting a control onto a form
- Adding headers & footers to a form

Inserting buttons using the wizard
Properties of an entire form
Modifying controls on the form
Modifying controls on a form
Calculated fields
Subforms

MODULE 9

QUERIES

Not showing all fields
Combining fields by concatenation
Showing blank records
Types of Queries
Parameter queries
Action queries

Join Properties
Inner join
Left
Outer join

MODULE 10

ADVANCED PRINTING OPTIONS

Print the design characteristics of an object
Printing from a table
Printing results of queries
Printing from a form





Course Content
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Duration: 2 Days
Unit Standard 117927

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Printing from a form

MODULE 11

MACROS

MODULE 12

SWITCHBOARDS

Using the switchboard manager to
create a switchboard
Adding items to the switchboard
Add items to the main pages
Designing your own switchboard
Displaying the switchboard at start-
up

MODULE 13

SHARING DATA WITH OTHER USERS

Splitting a database
Replicate a database

MODULE 14

SETTING A DATABASE PASSWORD

MODULE 15

PERMISSIONS

