MICROSOFT ACCESS - INTERMEDIATE

Course: ACI-1; Duration: 1 Day; Instructor-led

AUDIENCE
This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know, understand, and want to further enhance their knowledge and practical uses of Microsoft Access

PREREQUISITES
REQUIRED PREREQUISITES:
- Able to maneuver with the mouse – Point, Click, Drag and Double Click
- Able to understand basic terminology
- Able to create a database from a template
- Able to create a Table
- Able to create a Query with the Wizard
- Able to sort and filter Data

METHODOLOGY
This program will be conducted with interactive lectures, PowerPoint presentation, discussions, and practical exercise

COURSE OBJECTIVES
Upon completion of this program, participants should be able to:
- Linking to an Excel Spreadsheet
- Adding a Primary Key to a Table
- Using Input Masks to control Table data entry
- Working with Forms

COURSE OUTLINES

Module 1: Advanced File Tasks

Lesson 1.1: Linking Files
- Linking to an Excel Spreadsheet
- Linking to another Database
- Creating a Hyperlink
- Inserting an Old Object

Module 2: Working with Tables

Lesson 2.1: Customizing Tables
- Understanding Field Properties
- Adding a Primary Key to a Table
- Indexing a Field
- Inserting, Deleting and Moving Fields
- Importing a Table from Another Source

Lesson 2.2: Formatting Tables
- Formatting Number Fields
- Formatting Text Fields
- Adding Field Descriptions
- Changing Field Data Types
- Adding Captions

Lesson 2.3: Controlling Table Data Entry
- Setting a Default Value
- Setting a Required Value
- Creating and Using Input Masks
- Creating and Removing Table Relationships

Lesson 2.4: Managing Table Data Entry
- How to Validate Data
- Creating a Lookup Field
- Modifying a Lookup Field
- Creating a Value List
- Modifying a Value List

Module 3: Working with Forms

Lesson 3.1: Basic Form Controls
- Adding a Control
- Using the Control Wizard
- Cutting, Copying, Pasting and Moving a Control
- Formatting a Control

Lesson 3.2: Advanced Form Controls
- Modifying a Control's Properties
- Changing a Control's Data Source
- Changing a Control's Default Value
- Creating a Calculated Control
- Using Form Properties

Lesson 3.3: Formatting A Form
- Formatting Gridlines
- Modifying the Font
- Adding Images
- Using Autoformat