

Access: Module II

This instructor-led course presents intermediate/advanced concepts of Access. Students will be introduced to Access features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

Course Length: 1 day**Prerequisites:** Access: Module I**What's in Access: Module II?**

This course teaches students how to create relational databases, work with related tables, use sub forms, maintain data integrity, use advanced form features, use advanced report features, use advanced query features, use advanced queries, and work with charts.

Why do I need Access: Module II?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of intermediate/advanced Access features.
- ✓ Provides hands-on experience using Access.

Course Outline**Lesson 1:** *Reviewing the Basics***Lesson 2:** *Examining Access Objects*

- ✓ Examining Table Relationships
- ✓ Relating Tables
- ✓ Enforcing Referential Integrity
- ✓ Printing Table Relationships

Lesson 3: *Working with Related Tables*

- ✓ Using the Lookup Wizard
- ✓ Modifying Lookup Fields
- ✓ Adding Data to Related Tables
- ✓ Using Subdatasheets

Lesson 4: *Using Sub-forms*

- ✓ Creating Sub-forms
- ✓ Displaying Information with Sub-forms
- ✓ Adding Records to a Table Using Sub-forms

Lesson 5: *Maintaining Data Integrity*

- ✓ Reviewing Field Properties
- ✓ Using Input Masks
- ✓ Setting Required Properties
- ✓ Using Validation Rules

Lesson 6: *Using Advanced Form Features*

- ✓ Adding Pictures to Records
- ✓ Using Calculated Controls
- ✓ Improving Accuracy in Forms

Lesson 7: *Using Advanced Report Features*

- ✓ Creating a Report Using the Report Wizard
- ✓ Customizing Headers and Footers
- ✓ Concatenating Text Fields
- ✓ Adding Calculated Values
- ✓ Forcing Pagination
- ✓ Working with Sub-reports

Lesson 8: *Using Advanced Query Features*

- ✓ Joining Tables in a Query
- ✓ Performing Calculations in a Query
- ✓ Displaying Special Records

Lesson 9: *Using Advanced Queries*

- ✓ Using Cross-tab Queries
- ✓ Using Parameter Queries
- ✓ Using Action Queries
- ✓ Optimizing Queries Using Indexes

Lesson 10: *Working with Charts*

- ✓ Creating Charts
- ✓ Customizing Charts