Microsoft Access 2010
Level 2 Training

Introduction:

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 Access 2010 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
- work with a number of macro techniques
- create macros on forms

Target Audience:

Microsoft Access 2010 Level 2 is designed for users who have an understanding of how tables are created, records are entered, modified and deleted, and how simple queries, reports and forms are created.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.
Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

Sydney• Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660   Email: training@cto.com.au   Web: www.cto.com.au

Course Content

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 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