

Microsoft Access Level 2 – Course Outline

Course Objectives:

You will improve and customise tables, queries, forms and reports, and share Access data with other applications. This course is designed for individuals who wish to learn intermediate-level operations of Microsoft Access.

The target students may also include individuals whose job responsibilities include creating databases, tables and relationships, as well as working with and revising intermediate-level queries, forms and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Experience Needed:

To ensure your success, we recommend that you first take Access Level 1 or have equivalent knowledge and skills.

Course Contents:

Lesson 1: Controlling Data Entry

- Constrain Data Entry Using Field Properties
- Establish Data Entry Formats for Entering Field Values
- Create a List of Values for a Field

Lesson 2: Joining Tables

- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table

Lesson 3: Creating Flexible Queries

- Set the Select Query Properties
- Retrieve Records Based on Input Criteria
- Create Action Queries

Lesson 4: Improving Forms

- Restrict Data Entry in Forms

- Organise Information with Tab Pages
- Add a Command Button to a Form
- Create a Subform
- Display a Summary of Data in a Form
- Change the Display of Data Conditionally

Lesson 5: Customising Reports

- Organise Report Information
- Format Reports
- Control Report Pagination
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 6: Sharing Data across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

Course duration: one day