Grapevine Computing

Access – Creating Complex Queries, Forms and Reports

Duration: **One day**

Overview - This course takes query design further than that covered in the Introduction course and looks at more complex queries, forms and reports to add further functionality to your database. The emphasis on this course is on queries and how you can effectively extract data from your database. Users are also taught how to create a simple menu driven navigation system.

Who Should Attend - Users should be familiar with the content of the Introductory course or comfortable creating a basic database and simple queries. The prime aim of this course is to introduce users to more complex queries to better extract data from the database.

Content

Improving Table Design

- Using Input Masks
- Adding the current date and/or time automatically for new records

Querying Information in a Database

- Creating select queries
- Specifying criteria
- Creating parameter queries
- Adding calculated fields
- Calculating totals in queries
- Creating crosstab queries
- Using dates in queries
- Joining fields

Action Queries

- Make table queries
- Delete queries
- Update queries
- Append queries

Creating Multiple Table Queries

- Creating relationships
- Outer & inner joins
- Query properties

Creating and Customising Reports

- Sorting and grouping data
- Creating a grouped report
- Modifying a grouped report
- Group headers & footers
- Range and interval grouping
- Printing properties
- Calculating totals

Creating and Customising Forms

- Editing controls
- Calculated controls
- Properties of controls
- Sizing and aligning controls
- Setting a forms properties
- Using forms and sub forms
- Adding combo and list boxes
- Adding command buttons
- Creating a navigation system

General Topics

- Compacting & repairing a database