



Course Objectives and Outline

Access 365: Intermediate/Level 2

Days: 1

Prerequisites or Equivalent Skills: Windows and Access Level 1

Target Student and Goals:

You should be comfortable using a personal computer and Microsoft Windows. You should also have some experience in using Access. You will get the most out of this course if your goal is to become proficient in using more advanced Access features, such as table relationships, referential integrity, joins, queries, forms, reports, charts, PivotTables, and PivotTable charts and forms.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Normalize tables, analyze tables, and view object dependencies; set table relationships; implement referential integrity between related tables; and set cascading deletes and updates.
- Create lookup fields and multi-valued fields; modify lookup field properties; and use a subdatasheet to add data to related tables.
- Create join queries; create calculated fields in a query; and use queries to view summarized and grouped data.
- Add unbound controls, graphics, and calculated fields to a form; and create multiple-item forms, split forms, datasheet forms, and subforms.
- Add headers and footers in a report; use functions to add calculated values in a report; print database objects and database documents; and create labels. • Create and modify charts in forms and reports.

Course Outline:

Unit 1 : Creating relational databases

- Database normalization
- Relating tables
- Implementing referential integrity

Unit 2 : Working with related tables

- Using the Lookup Wizard
- Modifying Lookup fields
- Adding data to related tables

Unit 3 : Using advanced query features

- Joining tables in queries
- Creating calculated fields
- Using action queries
- Summarizing and grouping values
- Using parameter queries

Unit 4 : Enhancing forms

- Adding graphics
- Adding calculations
- Adding combo boxes
- Adding unbound controls

Unit 5 : Using advanced report features

- Creating customized headers and footers
- Adding calculated values
- Working with subreports

Unit 6 : Creating charts

- Creating charts in forms
- Creating charts in reports
- Appendix A : Database administration
- Compacting and repairing databases
- Backing up and restoring databases