



Access 2010

Course Outline

Intermediate Level – 6 Hour Class

Field Properties in a Table

- Field Properties
- Input Masks
- Validating Numbers
- Validating Dates
- Data Entry Required / Not Required
- Field Properties – Reference Materials
- Field Properties – Logical Operators
- Field Properties – General
- Field Properties – Format
- Creating a Lookup within a Field.
- Modifying a Lookup within a Field.
- Deleting a Lookup within a Field

Relationships

- One-To-Many Relationship
- Many-To-Many Relationship
- One-To-One Relationships
- Creating Relationships between Tables
- Referential Integrity
- Cascade Options
- Cascade Update Related Fields
- Cascade Delete Related Records
- Enabling Cascade Options
- Deleting Relationships

Queries

- Creating a Two Table Query
- Update Query.
- Delete Query.
- Make Table Query.
- Append Query.
- One Variable Parameter Query.
- Using Calculated Fields That Perform Arithmetic Calculations.
- Grouping Information In a Query using Functions.

Forms

- Types of Form Controls
- Bound Controls Vs. Unbound Controls.
- Text Box.
- Combo Box.
- Arithmetic Expressions.
- Creating a Sub-Form.

Reports

- Formatting Arithmetic Calculation Controls
- Concatenating Fields within a Report.
- Sorting and Grouping Records In a Report By Field(S).
- Forcing Page Breaks For Groups In a Report.
- Adding a Logo to a Report
- Adding Existing Fields to a Report
- Totals

Macros

- Creating Macros

Exporting & Importing Data

- Exporting Tables
- Importing an Excel file.