

Microsoft Access 365 Intermediate

Duration: 1 Day

This course is intended for users who have attended the Access Introduction course and/or who are able to design their own database, produce simple queries and reports. It will enhance their existing knowledge and give them an understanding of the major features and functions within Access.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Creating Tables

- Create a new database
- Create a table in design view
- Working with fields
- Setting data types
- Adding field properties
- The primary key

Importing and Exporting Data

- From / to other databases
- From / to Excel
- Saving Import / Exporting Steps
- Linking data
- To Word documents & Mail Merge
- Saving to email attachments
- Saving as Outlook tasks
- From text files

Table Relationships

- Types of relationship
- Creating the relationship
- Referential integrity
- Cascade Options
- Join Types
- Modifying and removing relationships

More on Forms

- Types of forms
- Creating a form in design view
- Bound and unbound form controls
- Calculations in forms
- Form properties
- Changing the tab order
- Headers and footers
- Conditional formatting
- Sub forms

More Queries

- Types of queries
- Query criteria
- Multi-table queries
- Advanced select queries
- Summary / Action queries

More on Reports

- Creating reports
- Working in design view
- Grouping and sorting
- Changing the report design
- Calculations in reports
- Mailing labels