



MS Access

Level 2

Course Outline

YOUR PARTNER IN EXCELLENCE



Lesson 1 – Database relationships

- ❖ A look relationship
- ❖ Creating a one- to- one relationships
- ❖ Creating a one- to- many relationships
- ❖ Creating a many- to-many relationships
- ❖ Enforcing referential integrity
- ❖ Cascade update related fields
- ❖ Cascade delete related records
- ❖ Creating & Printing a relationships repo

Lesson 2 – Working with tables

- ❖ Setting validation rules
- ❖ Formatting fields
- ❖ Indexing fields
- ❖ Requiring data entry
- ❖ Creating an input mask
- ❖ Creating a lookup field
- ❖ Creating a value list
- ❖ Modifying a value list
- ❖ Creating calculated fields
- ❖ Creating multiple primary keys
- ❖ Creating multiple fields values

Lesson 3 – Working with tables

- ❖ Creating Multi-Table Queries
- ❖ Using calculation in queries
- ❖ Changing query properties
- ❖ Working with the expression builder
- ❖ Creating a total query
- ❖ Creating a parameter query
- ❖ Creating a find duplicates query

- ❖ Creating a find unmatched records query
- ❖ Modifying query joins

Lesson 4 - Working with forms

- ❖ Adding headers and footers
- ❖ Adding controls to a form
- ❖ Moving and sizing controls
- ❖ Creating a calculated control
- ❖ Changing control properties
- ❖ Changing form properties
- ❖ Changing the tab order
- ❖ Adding a lookup control
- ❖ Inserting graphics
- ❖ Creating a sub form

Lesson 5 - Working with reports

- ❖ Working with report section
- ❖ Adding controls to a report
- ❖ Changing control properties
- ❖ Creating a calculated control
- ❖ Changing a control's data source
- ❖ Changing a report's data source
- ❖ Sorting and grouping data
- ❖ Changing report sector properties
- ❖ Inserting graphics
- ❖ Applying a theme to a report
- ❖ Applying conditional formatting