

Microsoft Access 2016

Advanced

Duration: 2 Days Course Code: ACC16A

This course is designed for people who are existing users of Access databases and wish to be able to modify and enhance existing databases. The course covers the features that are used to create more advanced queries, forms and reports, and expressions to effectively manipulate data.

Learning Outcomes

By the end of this course students will be able to create Advanced Queries, Forms and reports in an existing Access Database.

Prerequisites

This course is designed for students who have previously completed our Access Essentials as it is a follow on from the previous course.

Advanced Queries

- Operators in queries
- Exclusions
- Finding Top Values
- Calculated Fields
- Joining Tables for a query
- Parameter queries
- Find Duplicates query wizard
- Finding Unique Values
- Exporting data from a query

Action Queries

- Update queries to modify table data
- Append queries
- Make Table to extract data into another table or database
- Delete queries

Customised Forms/Reports

- Using the Field List
- Adding bound controls using the field list
- Adding unbound controls
- Binding an unbound control a control source
- Working with the Form sections
- Position, Resizing and Aligning Controls
- Adding lines, images, checkboxes, Option Buttons and Groups

- Using Stacked layout
- Adding Command Buttons to navigate forms
- Changing the Tab Order of controls
- Creating Combo Boxes and List Boxes
- Using Multiple columns in a combo box
- Defining Field sizes and default values

Creating Complex Reports

- Using queries for Reports
- Grouping Data in a report
- Adding Headers and Footers
- Report Layouts - stepped & blocked
- Creating a Running Summary
- Using Columns in report
- Using the Keep Together property
- Sorting Report output
- Creating Labels

Sub Forms and SubReports

- Using sub-forms and sub-reports to display data from two different tables or - queries.
- Using Link Child and Link Master fields

Expressions and the Expression Builder

- Manipulating Text with expressions
- Calculating Date Values with Date(), DateDiff(), DatePart(), DateAdd() functions
- Using Conditional IIF() expressions
- Aggregate Functions - Sum(), Avg(), Count()
- Referring to subform/subreport controls in expressions

Automating Forms with Buttons

- Using the Control wizard to add a command button to a form
- Form Operations
- Record Operations
- Report Operations
- Formatting command buttons

