



Access 2016

Level 2

In this Microsoft Access class, you will learn about the various database relationships, working with tables, creating and working with a variety of primary key fields, queries, forms and reports that will best suit the needs of your Access reporting.

Lesson 1 - Database Relationships

- A Look at Relationships
- Creating a One-To-One Relationship
- Creating a One-To-Many Relationship
- Creating a Many-To-Many Relationship
- Enforcing Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records
- Creating & Printing a Relationship Report

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 Field Values

Lesson 3 - Working With Queries

- Creating Multi-Table Queries
- Using Calculations in Queries
- Changing Query Properties
- Working with the Expression Builder
- Creating a Totals 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 Subform

Lesson 5 - Working With Reports

- Working with Report Sections
- 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 Section Properties
- Inserting Graphics
- Applying a Theme to a Report
- Applying Conditional Formatting