

Access 2007 © Intermediate



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Intermediate Course is designed for users who have an understanding of how tables are created, records are entered, modified, and deleted, and how simple queries, reports and forms are created.

LEARNING OUTCOMES

The aim of this course is to build on the introductory skills of Access Introduction. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working with Validations

Formatting Tables

- Changing Column Widths
- Formatting Cells in the Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Unhiding Columns

Querying Techniques

- Modifying a Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using a Range Expression
- Querying Opposite Values
- Moving Fields in a Query
- Sorting Query Data
- Removing Fields from a Query
- Querying Using Wildcards
- Problem Characters
- Querying With a Lookup Table

Parameter Queries

- Creating a Parameter Query
- Displaying All Records
- Using Parameters to Display a Range
- Using Parameters in Expressions

Calculations in Queries

- Creating a Calculated Query
- Formatting Calculated Fields
- Summarising Data using a Query
- Changing the Grouping
- Calculating with Dates
- Using Criteria in Calculations
- Concatenating String Fields

Creating and using Macros

- Understanding Macros and VBA
- Creating a Macro
- Running a Macro
- Modifying an Existing Macro
- Interacting with the User
- Stepping through a Macro
- Documenting Macro

Macro Techniques

- Creating a Print Macro
- Using Conditions to Enhance a Macro
- Creating a Sequence of Conditions
- Understanding the Versatility of MsgBox
- Using the MsgBox Function
- Reconfiguring a Message Box
- Using the InputBox Function

Macros on Forms

- Understanding Macros and Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming an Event
- Running an Event Macro
- Modifying an Event Macro
- Setting Echo Off
- Adding a Close Button