

# Access Level 2 – Intermediate

## What Can You Expect?

Whether you are new to Access or you have worked with it before, this course is designed for individuals whose job responsibilities include creating a new database, tables, as well as working with and revising queries, forms and reports.

## What Is Required From You?

Learners should be comfortable in the Windows environment with an understanding of Access.

## 2 Day Course Content

### An Overview of Access

- Start Access & Understand the Interface
- Create a New Database using a Template
- Create a New Database
- Open and Close an Existing Database
- Understand the purpose of Access Objects

### Creating Tables

- Basic Tables Using the Wizard
- Basic Forms Using AutoForms
- Tables by Entering Data
- Tables in Design View
- Tables by Importing Excel Spreadsheets
- Tables by Importing Text Files
- Add Primary Keys

### Working with Tables

- Enter and Edit Records in a Table
- Add, Remove and Move Fields in a Table
- Understand Field Data Types
- Understand the Lookup Wizard
- Choose Appropriate Data Types
- Customise Table Datasheet View
- Modify Table Properties in Design View
- Sort & Filter Records in Tables
- Use Find and Replace
- Import & Export Tables

### Table Relationships

- Use the Lookup Wizard
- Create a One to Many Relationship

### Forms

- Create Forms using Wizard and AutoForms
- Enter and Edit Records in a Form
- Add, Size and Move Fields in a Form
- Format and Align Form Fields
- Modify Field Properties in a Form
- Print Preview and Print Forms

### Queries

- Create Queries using Wizard
- Create Query in Design View
- Create Query to find Duplicate Records
- Create CrossTab Query
- Add, Arrange and Hide Fields
- Sort Data, Add Criteria
- Create Calculated Fields
- Save & work with Queries

### Reports

- Create Reports using Wizard
- Create Reports using Auto Reports
- Add, Size and Move Fields in a Report
- Format and Align Report Fields
- Modify Field Properties in a Report
- Print Preview and Print Reports

## Unit Standard Alignment

SAQA ID: 117927

NQF Level: 4

Credits: 6

US Title: Use A Database Application To Solve A Given Problem.



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