

Access – Level 3

Advanced

What Can You Expect?

This course is for individuals whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

What Is Required From You?

Formal training or an intermediate knowledge of Access tables, relationships, queries, forms, and reports.

2 Day Course Content

Relationships

- Create Primary Keys
- Establish Multiple Field Primary Keys
- Understand Table Relationships
- Create One to One Relationships
- Create One to Many Relationships
- Create Many to Many Relationships
- Enforce Referential Integrity
- Edit and Delete Relationships
- Manage the Relationship Window
- Explore Benefits of Relationships

Advanced Queries

- Use Unmatched Queries to Solve Integrity Conflicts
- Create Joins and Parameter Queries
- Use Advanced Functions in Queries:
 - Concatenation
 - If Statements
 - Text Functions
 - Date Functions
 - Simple SQL Syntax
- Create, Implement and Edit Action Queries:
 - Make Table Query
 - Update Query
 - Append Query
 - Delete Query

Advanced Forms

- Create Forms with SubForms
- Insert and Edit Controls on Forms
- Modify Form Properties
- Create Calculate Field in Forms
- Apply Form AutoFormats

Advanced Reports

- Create Reports using Parameter Queries
- Modify Report Properties
- Create Grand Totals and Calculated Field
- Print Preview and Print Reports

Other

- Create, Run and Edit Macros
- Use the Autoexec Macro
- Create, Edit and Implement a Switchboard
- Customise the Quick Access Toolbar
- Define Start Up Options
- Compact and Repair a Database
- Understand and Explore Database Replication

Unit Standard Alignment

SAQA ID: 258881

NQF Level: 4

Credits: 5

US Title: Design Complex Tables And Queries Using A Database To Solve A Given Problem.



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