

BRIEF DESCRIPTION

This class will cover intermediate application skills, quickly teaching students the more advanced skills they need to complete more complicated tasks.

PREREQUISITES:

Understanding of the Windows operating environment, keyboard ability, and Access Brief or Access Basic.

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES:

By the end of this class, you will be able to:

- Create Multiple Table Queries
- Develop Forms and Subforms
- Share Information and Improving Reports
- Share Access Information with Other Office Programs
- Create Data Access Pages
- Create Advanced Queries

CLASS OUTLINE

Creating Multiple Table Queries:

Building Select Queries
Sorting a Query on Multiple Fields
Developing AND Criteria
Developing OR Criteria
Creating Calculated Fields
Building Summary and Crosstab Queries
Building PivotTables and PivotCharts

Developing Forms and Subforms:

Creating Subforms Using the Wizard
Creating Subforms Using Queries
Modifying Subforms
Adding a Combo Box
Adding Option Groups
Adding Command Buttons
Adding ActiveX Controls

Sharing Information and Improving Reports:

Importing Data
Applying Conditional Formatting
Adding Lines
Using Format Painter and AutoFormats
Creating a Dynamic Web Page
Exporting Data

Sharing Access Information with Other Office

Programs:
Examining Relationships
Importing XML Data
Linking Data
Publishing Data to Word
Analyzing Data with Excel
Merging Data with Word
Exporting Data to XML
Using SQL Server

Creating Data Access Pages:

Creating Hyperlink Fields
Creating Pages for Interactive Reporting
Creating Pages for Data Entry
Creating Pages for Data Analysis
Working in Page Design View
Adding Hyperlinks

Creating Advanced Queries:

Creating a Parameter Query
Modifying Query Properties
Creating an Update Query
Creating a Make-Table Query
Creating an Append Query
Creating a Delete Query
Specifying Join Properties