



# Microsoft Access 2007-2019/365

## Level 1: Getting Started

2 Day Course

Training at Your Office

### COURSE DESCRIPTION

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Whether you want to create your own simple database, or learn how to use one created by someone else, this is the course for you.

This two-day course will teach you all the very basics from entering data, to extracting information, creating forms and producing beautiful printed reports.

Course Prerequisites: because database programs are more complex than most other programs, you should already be using at least one other program before taking this course. (Excel or Word or PowerPoint, etc.)

### COURSE TOPICS

#### Overview

- What is a Database?
- Database Objects in Access
- Creating / Opening Databases

#### Tables (Design View)

- Creating a Table
- Adding Fields
- Field Data Types
- Saving
- Insert Fields
- Moving Fields
- Change Field Name
- Change Field Data Type
- Working with Attachments
- Calculated Fields
- Field Size
- Format & Decimal Places
- Default Value
- Caption
- Validation Rule/Text
- Required
- Allow Zero Length
- Indexed
- Input Mask

#### Tables (Datasheet View)

- Entering Data
- Adding Pictures
- Zoom and Line Breaks
- Column Widths/Row Height
- Navigating Records
- Formatting Cells
- Hiding Columns
- Freezing Columns
- Cut, Copy & Paste
- Deleting Records
- AutoNumbers
- Sorting & Finding
- Filter by Selection or by Form
- Text, Number & Date Filters
- Save Filter as Query

#### Queries

- Creating Queries
- Adding Fields to Grid
- Entering Criteria
- Running a Query
- Sorting and Hiding
- Saving a Query
- Moving Columns
- Performing Calculations
- Formatting Columns
- Parameter Queries
- Totals Queries

#### Forms

- AutoForms
- Split Forms
- Using the Form Wizard
- Design & Form Views
- Layout View
- Moving/Sizing Controls
- Applying AutoFormat/Theme
- Edit Text Labels
- The Form Header/Footer
- Entering Data in the Form

#### Reports

- AutoReports
- Using the Report Wizard
- Different Views of Reports
- Report Bands
- Adjusting Controls
- Merging Fields
- Previewing and Printing

#### Working in the Navigation Pane

- Rename Objects
- Making a Copy
- Deleting Objects
- Object Properties



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# Microsoft Access 2007-2019/365

## Level 2: Complete Database Design

3 Day Course

Training at Your Office

### COURSE DESCRIPTION

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This three-day course builds upon your basic Access knowledge by giving you the skills to properly create a powerful, flexible database.

Learn how to use multiple related tables (essential for almost any database) and create your own relational database. You will also learn how combine information from multiple tables, how forms are affected by multiple tables, and use sophisticated form and report tools to completely customize your database.

Course Prerequisites: solid understanding of all Level 1 topics.

### COURSE TOPICS

#### Relating Tables

- Why Relate Tables?
- How to Relate Tables
- Referential Integrity
- Cascade Update/Delete
- Testing the Relationship
- Edit and Delete Relationships
- Primary Keys and Unique Indexing
- See Related Data in a Table

#### Creating Forms

##### Creating a Form

- Using the Wizard, Quick Form/Split Form
- Creating a Form from Scratch
- Add Text, Fields, Formulas, Pictures/Drawings
- What are Controls?
- Select, Move, Size & Align Controls
- Basic Formatting
- Using the Colour Icons
- Spacing Between Objects
- Delete Objects
- Cut, Copy, Paste
- Copy Formats
- Bring to Front/Send to Back
- The Toolbox and Locking a Tool
- Tab Order
- Print a Record
- Add a Logo, add a Title
- Forms Based on Multiple Tables

#### Form Layout View

- Form Layouts and Groups
- Control Margins/Control Padding
- Anchoring

#### Control Properties

- Name
- Control Source
- Default Value
- Validation Rule, Validation Text
- Format, Decimal Places, Custom Date
- Formats
- Input Mask and Tab Stop
- Status Bar Text & Control Tip
- Enabled & Locked

#### Combo Boxes

- Type 1 - You Type a List of Choices
- Type 2 - Display Data from a Table
- Type 3 - Display from Master Table, Store in Related Table (Linked)

#### Working with Bands/Form

- Change the Background Colour
- Rulers/Grid
- Form Properties

#### Command Buttons

- Creating with the Wizard
- Display Picture and/or Text on Button

#### Subforms

- Add to Main Form
- About Child Fields and Master Fields
- Edit a Subform from within Main Form

#### Creating Reports

##### All Applicable Forms Topics, plus:

- Wizards, Creating a Blank Report
- Print Preview vs. Report View
- Page Setup and Page Numbering
- Report Bands & Band Properties
- Sorting and Grouping
- Calculations in a Report
- Envelopes and Label Wizard

#### Working in Layout View

- Create Report, Add Fields
- Set Grouping & Totals
- Tabs on the Ribbon



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# Microsoft Access 2007-2019/365

## Level 3: Adding Automation

3 Day Course

Training at Your Office

### COURSE DESCRIPTION

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Take the final step from functional databases to completely automated ones. Dip your toes into the powerful VBA Language (Visual Basic for Applications) that makes it all possible by letting you automate almost any task with a single click.

Course Prerequisites: You should be very comfortable with the Level 2 topics.

### COURSE TOPICS

#### Built-in Functions

Date Functions (Year, Day, Month & MonthName, Weekday & WeekdayName, Date, Now, DateSerial)  
Special Functions (IIF, Switch, IsNull, Format, Eval, CurrentProject, CurrentObjectName)  
Text Functions (Left, Mid, Right, InStr, Chr, UCase, LCase)  
Domain Functions (DMax, DMin, DSum, DAvg, DCount, DLookup)

#### Compact & Repair

Compacting/Repairing a Database  
Compacting Database on screen  
Making a Compacted Copy

#### Setting Default Program and Database

##### Options

Application Title/Icon  
Navigation Options  
Datasheet Options  
Defaults for Tables, Queries, Forms & Reports

#### Importing and Exporting Data

Importing/Exporting with Excel  
Importing Outlook Data  
Linking to Other Databases or to Exce

#### VBA Automation

##### Overview

Macros vs. Code  
Module Types  
Understanding Events

##### Events

Click  
BeforeUpdate  
AfterUpdate  
NotInList  
Close Events  
Open Events  
Delete Events  
Cancel Events  
Form Current

##### Procedures & Modules

Understanding Wizard Code  
Module Window  
Deleting Procedures  
Comments  
About Control & Object Names  
Procedure Level Variables  
Creating General Procedures  
Creating Database Modules  
Debug/Immediate Window  
Intrinsic Constants

#### Commands

Closing Objects  
Setting Values in Controls (text, numbers, formulas)  
If, Else, Elseif, Endif  
Select Case  
Displaying a MsgBox  
SendKeys  
Delete Records  
Showing/Hiding Controls  
Setting Control Properties  
Calling Procedures  
Passing Parameters  
Setting Input Masks  
Find Combo Box  
Email Command Button  
Moving Through Records  
Requery Controls  
Referencing Forms  
Is a Form Open?  
Error Handling  
Case vs. If  
Null vs. ""  
Creating Labels

#### Functions

MsgBox()  
Format()  
IsNull()  
Dlookup() Dmax() DCount()  
InputBox()



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